From: Gray, Linda

DCRoom-5340AN-ConferenceRoom-A **Location:** DCRe **Importance:** High Location:

Subject: OHR Leadership Onsite Teambuilding **Start Date/Time:** Wed 5/10/2017 12:30:00 PM **End Date/Time:** Wed 5/10/2017 5:00:00 PM

#### Morning all:

Sorry for the confusion. We are still scheduled to have an OHR Leadership **Onsite Teambuilding event today.** 

#### Agenda for the day:

- Welcome & Opening Remarks Linda
- Survey Results Linda/Wendy
- Workforce Reshaping/Restructuring Follow-up VERA/VSIP, Performance Plan - Linda/Wes
- Strategic Plan/Paper Discussion Joe/Wes
- Contracts Update Wes/Wendy/Terrence
- 2017 OARM Honor Awards Wes
- PIC Tour Joanne Amorosi
- Lunch All OHR Managers (Elephant and Castle)

Have a great time.

**WB** 

From: Gray, Linda

Location: DCRoom-5340AN-ConferenceRoom-A

Importance: High

Subject: OHR Managers w. J Bonner and Liz Engebretson Conference Call Line Ex.6-Personal Privacy

Conference code Ex. 6 - Personal Privacy

**Start Date/Time:** Thur 6/22/2017 2:30:00 PM Thur 6/22/2017 3:30:00 PM

Meeting begins at 10:30am

Conference Call Line: Ex. 6 - Personal Privacy Conference code Jerome Bonner would like to meet with OHR managers to discuss the following topics:

- Competitive Areas
- Competitive Levels
- HR Policy Agenda
- ITD Strategic Plans/Initiative/Project Plans/Communication
- PSB Security Data
- Drug Free Workplace/NEO/In-processing
- Schedule A / Database-Portal
- VERA/VSIP
- OHR Future Initiatives and SSC's role

He does not anticipate that all topics will need to be addressed.

**WB** 

From: Vizian, Donna

Location: DCRoomARN3330/DC-AR-OARM

Importance: Normal

Subject: Workforce Planning Tool Brief

 Start Date/Time:
 Mon 5/8/2017 2:30:00 PM

 End Date/Time:
 Mon 5/8/2017 3:00:00 PM

 WFP Tool Test Results Brief 20170505.pptx

In preparation for John and Donna's scheduled meeting on Tuesday for HR Enterprise Risk, I would like to schedule a meeting for Monday the 8<sup>th</sup> to brief the workforce planning tool pilot results. These results will reinforce the conversation that John and Donna will have for the Tuesday meeting.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

#### Message

From: Ex. 6 - Personal Privacy @epa.gov]

**Sent**: 8/8/2017 9:50:58 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**CC**: Ack, David [Ack.David@epa.gov]

**Subject**: RE: August 23 one-stop sign out event???

Hi Wes -

That's great to hear. David, I'll look forward to receiving any information that you can provide.

### Thanks,

From: Carpenter, Wesley

Sent: Tuesday, August 08, 2017 5:48 PM

To: Ex. 6 - Personal Privacy @epa.gov>

Cc: Ack, David < Ack. David@epa.gov>

Subject: Re: August 23 one-stop sign out event???

Ex. 5 - Personal Privacy

Thanks for reaching out to us. Yes, we are convening two off-board events at HQs on August 23 and 30. David can provide you more details. Congrats on your upcoming retirement!!!

Wes

Sent from my iPhone

On Aug 8, 2017, at 5:37 PM, Ex. 6 - Personal Privacy @epa.gov> wrote:

Hi David and Wes -

I wanted to let you know that after 43+ years of federal service, I've decided it's time to retire. I've applied for the VSIP buyout offer and am making plans to separate from the Agency on September 2. Therefore, I'm personally going through the off-boarding process (which definitely needs streamlining!).

Shari Grossarth of my office said that one of you had mentioned the possibility of convening a **one-stop sign out event on August 23**, to accommodate folks who are departing under the VERA/VSIP program. Is such an event occurring? Is it for all of HQ? Am I eligible to participate? It would sure save some time and frustration from walking around to all the various offices to get clearance signatures on my Form 3110-1.

Could you please let me know either way, along with details of the event, if in fact one is occurring?

Thanks,

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

#### Message

From: Ex. 6 - Personal Privacy @epa.gov]

**Sent**: 8/8/2017 9:37:36 PM

To: Ack, David [Ack.David@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: August 23 one-stop sign out event???

#### Hi David and Wes -

I wanted to let you know that after 43+ years of federal service, I've decided it's time to retire. I've applied for the VSIP buyout offer and am making plans to separate from the Agency on September 2. Therefore, I'm personally going through the off-boarding process (which definitely needs streamlining!).

Shari Grossarth of my office said that one of you had mentioned the possibility of convening a **one-stop sign out event on August 23**, to accommodate folks who are departing under the VERA/VSIP program. Is such an event occurring? Is it for all of HQ? Am I eligible to participate? It would sure save some time and frustration from walking around to all the various offices to get clearance signatures on my Form 3110-1.

Could you please let me know either way, along with details of the event, if in fact one is occurring?

Thanks,	
Ex. 6 - Personal Priva	асу

From: Showman, John Sent: Tue 8/8/2017 3:25:42 PM Subject: RE: One Stop HQ Employee Separation Event for V/V RTP will provide the report for the agency – they are running the database Ex. 5 - Deliberative Process Ex. 5 - Deliberative Process From: Carpenter, Wesley Sent: Tuesday, August 08, 2017 11:20 AM To: Showman, John < Showman.John@epa.gov> Subject: FW: One Stop HQ Employee Separation Event for V/V John: If possible, it would be helpful to get a comprehensive list of all EPA employees departing as a Ex. 5 - Deliberative Process result of the latest VERA/VSIP. Ex. 5 - Deliberative Process Thanks. Ex. 5 - Deliberative Process Wes From: Gibson, Dave **Sent:** Tuesday, August 08, 2017 11:08 AM To: Ack, David <<u>Ack.David@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>> Cc: McDonald, Joshua < McDonald. Joshua @epa.gov > Subject: FW: One Stop HQ Employee Separation Event for V/V David/Wes, Ex. 5 - Deliberative Process Although Ex. 5 - Deliberative Process

Carpenter, Wesley[Carpenter.Wesley@epa.gov]

To:

## Ex. 5 - Deliberative Process

**Thanks** 

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: McDonald, Joshua

**Sent:** Tuesday, August 08, 2017 8:10 AM **To:** Gibson, Dave < <u>Gibson.Dave@epa.gov</u>>

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Right on Dave. No news on FOH having anything different than still needing some indication on how much support they'll need to be ready for. Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

If you want me to follow up w/HR, just let me know. We could reach out to Wes. Thx!

Joshua T. McDonald

Environmental, Safety and Health Programs Branch Safety and Sustainability Division

Phone: (202) 564-6816 Fax: (202) 564-0215

http://intranet.epa.gov/ssd/index.html

From: Gibson, Dave

Sent: Monday, August 07, 2017 10:50 AM

To: McDonald, Joshua < McDonald. Joshua@epa.gov >

Subject: FW: One Stop HQ Employee Separation Event for V/V

Josh,

I did mention to Maryann

Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: Petrole, Maryann

Sent: Monday, August 07, 2017 10:11 AM

To: Jefferson, Gayle < Jefferson. Gayle@epa.gov >; Jablonski, Janice

<jablonski.janice@epa.gov>

Cc: Blankenship, Steven < Blankenship.Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV >; Sterling, Sherry < Sterling. Sherry@epa.gov >; Glazier, Kelly

<<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave <<u>Gibson.Dave@epa.gov</u>>; Ack, David

<a href="mailto:school-orange-new-new-morina.com/"><u>Ack.David@epa.gov</u>>; Morina, Lenee <a href="mailto:school-orange-new-new-morina.com/">Morina.com/<a href="mailto:school-orange-new-new-new-new-new-morina.com/">Stewart, Neil</a>

<<u>Stewart.Neil@epa.gov</u>>

Subject: RE: One Stop HQ Employee Separation Event for V/V

Excellent.

From: Jefferson, Gayle

Sent: Monday, August 07, 2017 10:10 AM

To: Jablonski, Janice < jablonski.janice@epa.gov >; Petrole, Maryann

<Petrole.Maryann@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov>; Noga, Vaughn

<Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly

<<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave <<u>Gibson.Dave@epa.gov</u>>; Ack, David <<u>Ack.David@epa.gov</u>>; Morina, Lenee <<u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

<Stewart.Neil@epa.gov>

Subject: RE: One Stop HQ Employee Separation Event for V/V

#### Maryann:

David has reached out to FMSD & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: | Ex. 6 - Personal Privacy

Cell Number:

From: Jablonski, Janice

**Sent:** Friday, August 04, 2017 4:58 PM

**To:** Petrole, Maryann < <u>Petrole Maryann@epa.gov</u>>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV>; Jefferson, Gayle < Jefferson.Gayle@epa.gov>; Sterling, Sherry

<<u>Sterling.Sherry@epa.gov</u>>; Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave

< Gibson.Dave@epa.gov >; Ack, David < Ack.David@epa.gov > Subject: Re: One Stop HQ Employee Separation Event for V/V

David Ack is coordinating.

Sent from my iPhone

On Aug 4, 2017, at 3:59 PM, Petrole, Maryann < Petrole. Maryann@epa.gov > wrote:

Hi Jan,

### Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process | Thank you!

Maryann

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly < Glazier. Kelly@epa.gov >; Jefferson, Gayle

< <u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew < <u>Cox.Andrew@epa.gov</u>>; Kelty, Diane < <u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis < <u>Cunningham.Dennis@epa.gov</u>>;

Mobashar, Mutahara < mobashar.mutahara@epa.gov>; Hardy, Michael

< Hardy. Michael @epa.gov>

Cc: OARM Directors < OARM Directors@epa.gov>

**Subject:** One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://example.com/htt

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to <a href="mailto:ack.david@epa.gov">ack.david@epa.gov</a> by COB Friday, August 4<sup>th</sup>.

Regards,

### David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 ( o )

Ex. 6 - Personal Privacy ( C )

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

Cc: McDonald, Joshua[McDonald.Joshua@epa.gov] From: Gibson, Dave Sent: Tue 8/8/2017 3:25:24 PM Subject: RE: One Stop HQ Employee Separation Event for V/V Wes, Maryann did say she would make an inquiry to the third floor regarding our concern. I didn't know John was following up on this. **Thanks** David Gibson, Director Safety and Sustainability Division US Environmental Protection Agency 1200 Pennsylvania Avenue Washington, D.C. 20460 (202) 564-4242 Mail Code 3207T From: Carpenter, Wesley Sent: Tuesday, August 08, 2017 11:14 AM To: Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov> Cc: McDonald, Joshua < McDonald. Joshua @epa.gov> **Subject:** RE: One Stop HQ Employee Separation Event for V/V Dave:

Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Ack, David[Ack.David@epa.gov]

To:

Thanks for the email and inquiry. John Showman reached out to the RTP HR SSC for that information earlier today. Let me make him aware of your needs. I will follow-up with you.

Wes

From: Gibson, Dave

Sent: Tuesday, August 08, 2017 11:08 AM

To: Ack, David < Ack. David @epa.gov >; Carpenter, Wesley < Carpenter. Wesley @epa.gov >

Cc: McDonald, Joshua < McDonald. Joshua @epa.gov >

Subject: FW: One Stop HQ Employee Separation Event for V/V

David/Wes,

Although

#### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Thanks

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

#### Mail Code 3207T

From: McDonald, Joshua

**Sent:** Tuesday, August 08, 2017 8:10 AM **To:** Gibson, Dave < <u>Gibson.Dave@epa.gov</u>>

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Right on Dave. No news on FOH having anything different than still needing some indication on how much support they'll need to be ready for. Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

If you want me to follow up w/HR, just let me know. We could reach out to Wes. Thx!

Joshua T. McDonald

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Phone: (202) 564-6816 Fax: (202) 564-0215

http://intranet.epa.gov/ssd/index.html

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Josh,

I did mention to Maryann

## Ex. 5 - Deliberative Process

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: Petrole, Maryann

Sent: Monday, August 07, 2017 10:11 AM

To: Jefferson, Gayle < Jefferson. Gayle@epa.gov >; Jablonski, Janice

<jablonski.janice@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov>; Noga, Vaughn

<Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly

<Glazier.Kelly@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David

<<u>Ack.David@epa.gov</u>>; Morina, Lenee <<u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

<<u>Stewart.Neil@epa.gov</u>>

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Excellent.

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**Sent:** Monday, August 07, 2017 10:10 AM

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<Petrole.Maryann@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV >; Sterling, Sherry < Sterling. Sherry@epa.gov >; Glazier, Kelly

< Glazier.Kelly@epa.gov>; Gibson, Dave < Gibson.Dave@epa.gov>; Ack, David

<<u>Ack.David@epa.gov</u>>; Morina, Lenee <<u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

<Stewart.Neil@epa.gov>

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

#### Maryann:

David has reached out to FMSD & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: Ex. 6 - Personal Privacy

Cell Number: Ex. 6 - Personal Privacy

From: Jablonski, Janice

**Sent:** Friday, August 04, 2017 4:58 PM

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< Noga. Vaughn@EPA.GOV >; Jefferson, Gayle < Jefferson.Gayle@epa.gov >; Sterling, Sherry

<Sterling.Sherry@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Gibson, Dave

<<u>Gibson.Dave@epa.gov</u>>; Ack, David <<u>Ack.David@epa.gov</u>>

**Subject:** Re: One Stop HQ Employee Separation Event for V/V

David Ack is coordinating.

Sent from my iPhone

On Aug 4, 2017, at 3:59 PM, Petrole, Maryann < <a href="maryann@epa.gov">Petrole.Maryann@epa.gov</a>> wrote:

Hi Jan,

### Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thank you!

Maryann

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

**To:** Glazier, Kelly < <u>Glazier.Kelly@epa.gov</u>>; Jefferson, Gayle

<<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane < <u>Kelty.Diane@epa.gov</u>>; <u>Cunningham, Dennis < Cunningham.Dennis@epa.gov</u>>;

Mobashar, Mutahara <<u>mobashar.mutahara@epa.gov</u>>; Hardy, Michael <<u>Hardy.Michael@epa.gov</u>>

Cc: OARM Directors < OARM Directors@epa.gov>

**Subject:** One Stop HQ Employee Separation Event for V/V

**Importance:** High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://mrpayhelp@epa.gov">https://mrpayhelp@epa.gov</a> to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd\_travel@epa gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to ack.david@epa.gov by COB Friday, August 4<sup>th</sup>.

Regards,

### David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy (C)

<sup>&</sup>quot;A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Gibson, Dave[Gibson.Dave@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

Cc: McDonald, Joshua[McDonald.Joshua@epa.gov]

From: Ack, David

**Sent:** Tue 8/8/2017 3:13:57 PM

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Dave,

I asked about a list and was told for privacy reasons it could not be made available.

Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

From: Gibson, Dave

**Sent:** Tuesday, August 08, 2017 11:08 AM

To: Ack, David < Ack. David@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >

Cc: McDonald, Joshua < McDonald. Joshua @epa.gov>

Subject: FW: One Stop HQ Employee Separation Event for V/V

David/Wes,

Although

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Thanks

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

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**Subject:** RE: One Stop HQ Employee Separation Event for V/V

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### Ex. 5 - Deliberative Process

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Joshua T. McDonald

Environmental, Safety and Health Programs Branch Safety and Sustainability Division

Phone: (202) 564-6816 Fax: (202) 564-0215

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Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

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Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

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< Glazier.Kelly@epa.gov>; Gibson, Dave < Gibson.Dave@epa.gov>; Ack, David

<a href="mailto:</a> <a href="mailto:Ack.David@epa.gov"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Stewart"><a href="mailto:Ack.David@epa.gov"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Stewart"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Stewart"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Stewart"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Stewart"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Stewart"><a href="mailto:Morina.Lenee@epa.gov"><a href="mailto:Mor

<Stewart.Neil@epa.gov>

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< Petrole. Maryann@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov>; Noga, Vaughn

< Noga. Vaughn@EPA.GOV>; Sterling, Sherry < Sterling. Sherry@epa.gov>; Glazier, Kelly

< <u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave < <u>Gibson.Dave@epa.gov</u>>; Ack, David < <u>Ack.David@epa.gov</u>>; Morina, Lenee < <u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

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Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

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< Noga. Vaughn@EPA.GOV>; Jefferson, Gayle < Jefferson.Gayle@epa.gov>; Sterling, Sherry

< <u>Sterling.Sherry@epa.gov</u>>; Glazier, Kelly < <u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave

<<u>Gibson.Dave@epa.gov</u>>; Ack, David <<u>Ack.David@epa.gov</u>>

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## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process | Thank you!

Maryann

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Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly < Glazier. Kelly@epa.gov >; Jefferson, Gayle

<<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane <<u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis <<u>Cunningham.Dennis@epa.gov</u>>;

Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael

<Hardy.Michael@epa.gov>

Cc: OARM Directors < OARM Directors@epa.gov>

Subject: One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://example.com/htt

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to <a href="mailto:ack.david@epa.gov">ack.david@epa.gov</a> by COB Friday, August 4<sup>th</sup>.

Regards,

David B. Ack, MPA

Business Process Improvement Coordinator

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

Ex. 6 - Personal Privacy	(	0	)
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<sup>&</sup>quot;A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Hunt, Loretta[Hunt.Loretta@epa.gov]

Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Milton, Laura

**Sent:** Tue 6/27/2017 12:07:22 AM

Subject: RE: VERA/VSIP Overview Training

Okay, should we request formally through Larry?

Sent from my Windows Phone

From: <u>Hunt, Loretta</u> Sent: 6/26/2017 5:31 PM

To: Milton, Laura

Cc: <u>Hart, Debbi; Gray, Linda; Carpenter, Wesley</u> Subject: RE: VERA/VSIP Overview Training



Laura,

#### Ex. 5 - Deliberative Process

#### Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Milton, Laura

Sent: Monday, June 26, 2017 9:53 AM
To: Hunt, Loretta < Hunt.Loretta@epa.gov>
Subject: FW: VERA/VSIP Overview Training

Hi Loretta, OECA will be having a series of all hands meetings today and I expect that we will get a couple more questions along the lines of the one below. 

Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

**US Environmental Protection Agency** 

Phone: 202-564-6017

milton.laura@epa.gov

From: Ex. 6 - Personal Privacy

Sent: Monday, June 26, 2017 9:47 AM
To: Milton, Laura < Milton, Laura@epa.gov >
Subject: RE: VERA/VSIP Overview Training

# Ex. 6 - Personal Privacy

# Ex. 6 - Personal Privacy

Thank you

Ex. 6 - Personal Privacy

From: Milton, Laura

Sent: Friday, June 23, 2017 6:41 AM

To: OECA All

Subject: FW: VERA/VSIP Overview Training

Over the next month, the HR benefits team from our Cincinnati Shared Service Center will be offering additional sessions of the popular VERA/VSIP Overview training. There will be four adobe connect sessions a week, two each on Tuesdays and Thursdays. See below/attached for session times and connectivity information.

In addition, a 508 compliant video has been posted on the Early Out/Buyout Intranet site and can be found here: http://intranet.epa.gov/policy/buyouts/

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

**US Environmental Protection Agency** 

Phone: 202-564-6017

milton.laura@epa.gov

From: Bonner, Jerome

**Sent:** Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura < Milton. Laura@epa.gov >; Smith, Susan < Smith. Susan@epa.gov >; Jablonski, Janice < iablonski.janice@epa.gov >; Fowler, Joshua < Fowler. Joshua@epa.gov >; Price, Patricia < price.patricia@epa.gov >; Hill, Troy < Hill. Troy@epa.gov >; Breneman, Sara

<bre>cbreneman.sara@epa.gov>

**Cc:** Badalamente, Mark < <u>Badalamente.Mark@epa.gov</u>>; Hitchens, Lynnann < <u>hitchens.lynnann@epa.gov</u>>; Buhl, Rick < <u>Buhl.Rick@epa.gov</u>>; Sanders, Amy

<a href="mailto:square;">Sanders.Amy@epa.gov>; Brincks, Mike < brincks.mike@epa.gov>; McDonald, James</a>

< McDonald.James@epa.gov>; Simon, Nigel < Simon.Nigel@epa.gov>; Carter, Rick

<<u>Carter.Rick@epa.gov</u>>; Scola, Jennifer <<u>Scola.Jennifer@epa.gov</u>>; Mairose, Sue

< Mairose.Sue@epa.gov >; Thomas, Cheryl < Thomas.Cheryl@epa.gov >; Young, Debbie

<young.debbie@epa.gov>; Mick, David < Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process.

First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <a href="http://intranet.epa.gov/policy/buyouts/">http://intranet.epa.gov/policy/buyouts/</a>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

#### **Teleconference Information**:

Conference Call: Ex. 6 - Personal Privacy
 Access Code: Ex. 6 - Personal Privacy

### **Adobe Connect Information**:

URL is: <a href="http://epawebconferencing.acms.com/cinbenefits/">http://epawebconferencing.acms.com/cinbenefits/</a>

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at <a href="mairose.sue@epa.gov">mairose.sue@epa.gov</a> after each session to advise of the number of

employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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To: Ack, David[Ack.David@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

Cc: McDonald, Joshua[McDonald.Joshua@epa.gov]

From: Gibson, Dave

**Sent:** Tue 8/8/2017 3:07:55 PM

Subject: FW: One Stop HQ Employee Separation Event for V/V

David/Wes,

Although

### Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

**Thanks** 

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: McDonald, Joshua

**Sent:** Tuesday, August 08, 2017 8:10 AM **To:** Gibson, Dave <Gibson.Dave@epa.gov>

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

Right on Dave. No news on FOH having anything different than still needing some

## Ex. 5 - Deliberative Process

If you want me to follow up w/HR, just let me know. We could reach out to Wes. Thx!

Joshua T. McDonald

Environmental, Safety and Health Programs Branch Safety and Sustainability Division

Phone: (202) 564-6816 Fax: (202) 564-0215

http://intranet.epa.gov/ssd/index.html

From: Gibson, Dave

**Sent:** Monday, August 07, 2017 10:50 AM

To: McDonald, Joshua < McDonald. Joshua @epa.gov >

**Subject:** FW: One Stop HQ Employee Separation Event for V/V

Josh,

## Ex. 5 - Deliberative Process

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: Petrole, Maryann

Sent: Monday, August 07, 2017 10:11 AM

To: Jefferson, Gayle < Jefferson. Gayle@epa.gov>; Jablonski, Janice

<jablonski.janice@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

<Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly

< Glazier.Kelly@epa.gov>; Gibson, Dave < Gibson.Dave@epa.gov>; Ack, David

<<u>Ack.David@epa.gov</u>>; Morina, Lenee <<u>Morina.Lenee@epa.gov</u>>; Stewart, Neil

<Stewart.Neil@epa.gov>

Subject: RE: One Stop HQ Employee Separation Event for V/V

Excellent.

From: Jefferson, Gayle

Sent: Monday, August 07, 2017 10:10 AM

To: Jablonski, Janice < jablonski.janice@epa.gov >; Petrole, Maryann

<Petrole.Maryann@epa.gov>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV>; Sterling, Sherry < Sterling. Sherry@epa.gov>; Glazier, Kelly

<<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave <<u>Gibson.Dave@epa.gov</u>>; Ack, David

<a href="mailto:</a> <a href="mailto:Ack.David@epa.gov"><a href="mailto:Stewart"><a href="mailto:Ack.David@epa.gov"><a href="mailto:Stewart"><a href="mailto:Ack.David@epa.gov"><a href="mailto:Stewart"><a href="mailto:Ack.David@epa.gov"><a href="mailto:Ack.David

<Stewart.Neil@epa.gov>

**Subject:** RE: One Stop HQ Employee Separation Event for V/V

#### Maryann:

David has reached out to FMSD & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

#### Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: Ex. 6 - Personal Privacy

Cell Number: Ex. 5 - Deliberative Process

From: Jablonski, Janice

Sent: Friday, August 04, 2017 4:58 PM

**To:** Petrole, Maryann < <u>Petrole.Maryann@epa.gov</u>>

Cc: Blankenship, Steven < Blankenship. Steven@epa.gov >; Noga, Vaughn

< Noga. Vaughn@EPA.GOV>; Jefferson, Gayle < Jefferson.Gayle@epa.gov>; Sterling, Sherry

<<u>Sterling.Sherry@epa.gov</u>>; Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>; Gibson, Dave

<a href="mailto:son.Dave@epa.gov"><a hre

Subject: Re: One Stop HQ Employee Separation Event for V/V

David Ack is coordinating.

Sent from my iPhone

On Aug 4, 2017, at 3:59 PM, Petrole, Maryann < Petrole. Maryann@epa.gov > wrote:

Hi Jan,

## Ex. 5 - Deliberative Process

#### Maryann

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly < Glazier. Kelly@epa.gov >; Jefferson, Gayle

<<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane <<u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis <<u>Cunningham.Dennis@epa.gov</u>>;

Mobashar, Mutahara < mobashar.mutahara@epa.gov >; Hardy, Michael

< Hardy. Michael@epa.gov>

Cc: OARM Directors < OARM Directors@epa.gov>

**Subject:** One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://nrayhelp@epa.gov">hrpayhelp@epa.gov</a> to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd\_travel@epa gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to ack.david@epa.gov by COB Friday, August 4<sup>th</sup>.

Regards,

### David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy ( C )

<sup>&</sup>quot;A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

#### Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]

Sent: 6/14/2017 9:45:45 PM

Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov] To:

CC: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Hunt,

Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov];

Corbett, Krysti [Corbett.Krysti@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Young, Debbie

[young.debbie@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]

Subject: HRSSC Site Visit - OHR Meeting Request

#### Linda/Wes

I would like to meet with you and your staff next week to discuss a few items of interest. Specifically the following:

Competitive Areas:

Competitive Levels

HIR Policy Agenda

ITD Strategic Plans/Initiative/Project Plans/Communication

IPSB Security Data

Drug Free Workplace/NEO/In-processing

Schedule A / Database-Portal

VERA/VSIP

OHR Future Initiatives and SSC's role

Please note I do not anticipate we will/or have to address all these topics. Please feel free to add a few agenda items.

I will work with Liz to see if you can have a joint meeting. As of today, I am free except for 9-11, Tuesday morning.

Thanks

JB

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

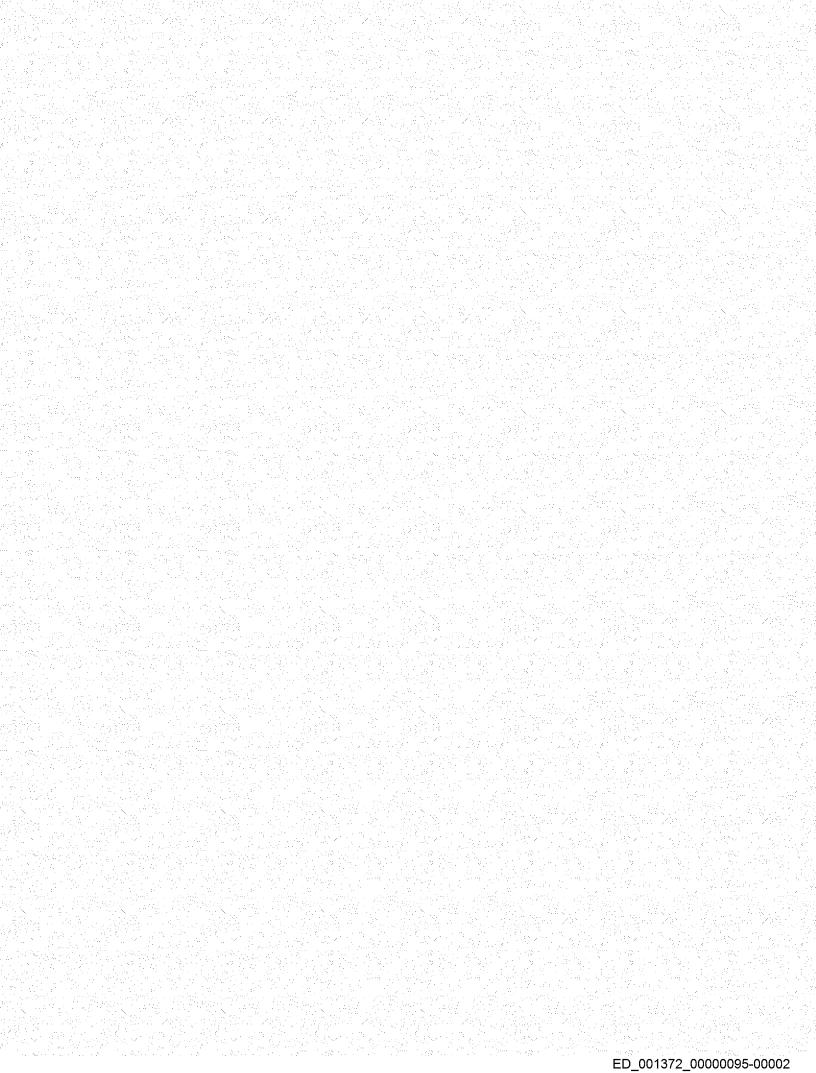
Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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Schreefer, Kenneth [Schreefer.Kenneth@epa.gov] From:

Sent: 8/8/2017 2:30:49 PM

To: Acquisti, Heidi [Acquisti.Heidi@epa.gov]; Alapati, Joan [Alapati.Joan@epa.gov]; Allen, Reginald

[Allen.Reginald@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Anthony, Sherri [Anthony.Sherri@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Baez, Julissa [baez.julissa@epa.gov]; Bailey, Lydia [bailey.lydia@epa.gov]; Bailey, Rhonda [Bailey.Rhonda@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; Benoit, Peggy Ann [Benoit.Peggy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Bradish, Tracey [bradish.tracey@epa.gov]; Branch, Rebecca [Branch.Rebecca@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Brown, Wendy [brown.wendy@epa.gov]; Burbach, Joseph [burbach.joseph@epa.gov]; Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]; Burt, Cynthia [Burt.Cynthia@epa.gov]; Butler, Lorraine [Butler.Lorraine@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Carter, Pamela [Carter.Pamela@epa.gov]; Castaneda, John [castaneda.john@epa.gov]; Cherry, Katrina [Cherry.Katrina@epa.gov]; Christian, Pamela [Christian.Pamela@epa.gov]; Church, Stacey [Church.Stacey@epa.gov]; Collier, Darrel [collier.darrel@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Cunningham, Dennis [Cunningham.Dennis@epa.gov]; Cutrona, Jennifer [jennifer.cutrona@csra.com]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov]; Alexandra.deSibour@csra.com; Drummond, Shawn [Drummond.Shawn@epa.gov]; Dubbs, Kimberly [Dubbs.Kimberly@epa.gov]; Dunbar, Danielle [dunbar.danielle@epa.gov]; Embry, Euleashia [embry.euleashia@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]; Feeley, James [Feeley.James@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Fraser, Scott [Fraser.Scott@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Graf, Kate [Graf.Kate@epa.gov]; Graubard, Sophia [Graubard.Sophia@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Gray, Richard [Gray.Richard@epa.gov]; Gueriguian, Leo [Gueriguian.Leo@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Harvard, Stephanie [Harvard.Stephanie@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Jackson, Terrence [Jackson.Terrence@epa.gov]; Jefferies, Alan [Jefferies.Alan@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Johnson, StacyD [Johnson.StacyD@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]; Kaplan, Heidi [Kaplan.Heidi@epa.gov]; Kavanagh, Erica [kavanagh.erica@epa.gov]; Kelty, Diane [Kelty.Diane@epa.gov]; Kemp, Lachala [Kemp.Lachala@epa.gov]; Kitamura, Louise [Kitamura.Louise@epa.gov]; Kloc, Daniel [kloc.daniel@epa.gov]; Kutzke, Julie [Kutzke.Julie@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov]; Lee, Andrea [Lee.Andrea@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Margolies, Jennifer [Margolies.Jennifer@epa.gov]; Marlinga, Richard [marlinga.richard@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]; Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]; Mcclendon, Michelle [McClendon.Michelle@epa.gov]; McKnight, Giovanna [McKnight.Giovanna@epa.gov]; McManus, Catharine [mcmanus.catharine@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Mick, David [Mick.David@epa.gov]; Miles, Ramona [Miles.Ramona@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Monroe, Scott [Monroe.Scott@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]; Moore, Gina [Moore.Gina@EPA.GOV]; Nero, Yolanda [Nero.Yolanda@epa.gov]; Ng, Geoffrey [Ng.Geoffrey@epa.gov]; Nieves, Michael [Nieves.Michael@epa.gov]; Ocampo, William [Ocampo.William@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Pastalove, Barbara [Pastalove.Barbara@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Peters, Dana [Peters.Dana@epa.gov]; Poulson, Benjamin [Poulson.Benjamin@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Rodriguez, Ray [Rodriguez.Ray@epa.gov]; Rubel, Robert [Rubel.Robert@epa.gov]; Ryans, Denise [Ryans.Denise@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Sawyer, Rena [sawyer.rena@epa.gov]; Schwartz, Barbara [Schwartz.Barbara@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Shepherd, Jackie [Shepherd.Jackie@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Smith, Veronica [Smith.Veronica@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]; Stevens, Robert [Stevens.Robert@epa.gov]; Storm, Derrick [storm.derrick@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Taylor, Jeremy [TaTaylor-Smith, Chonette [taylor-smith.chonette@epa.gov]; Terrell, Piyachat [Terrell.Piyachat@epa.gov]; Thomas,

Cheryl [Thomas.Cheryl@epa.gov]; Tillmon, Sheneka [tillmon.sheneka@epa.gov]; Torrez, Alfredo

[willig.jeanine@epa.gov]; Woodard, Cynthia [Woodard.Cynthia@epa.gov]; Wootson, Renee

[Torrez.Alfredo@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Weller, Gregory [weller.gregory@epa.gov]; White, Tracy [White.Tracy@epa.gov]; Williams, Delphine D. [Williams.Delphine@epa.gov]; Willig, Jeanine

[Wootson.Renee@epa.gov]; Wright, John [wright.john@epa.gov]; Young, Brenda [young.brenda@epa.gov]; Young,

Debbie [young.debbie@epa.gov]; Young, Robbie [Young.Robbie@epa.gov]

**Subject**: Thursday, August 3, 2017, HR Community Call Meeting Notes

Attachments: 20170803 Human Resources Community Call.docx

The Thursday, August 3, 2017, HR Community Call Meeting Notes are attached for your use and information

Kenneth W. Schreefer

Office of Human Resources Policy, Planning, and Training Division Immediate Office

Telephone: 202-564-4319

Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

#### HUMAN RESOURCES COMMUNITY CALL

**Meeting Minutes** August 3, 2017 1:30 PM - 2:30 PM

Location: WJC North 5340

Teleconference Line: Ex. 6 - Personal Privacy

Teleconference Code: Ex. 6 - Personal Privacy

The next HR Community Call will be Thursday, August 17 from 1:30-2:30PM EST

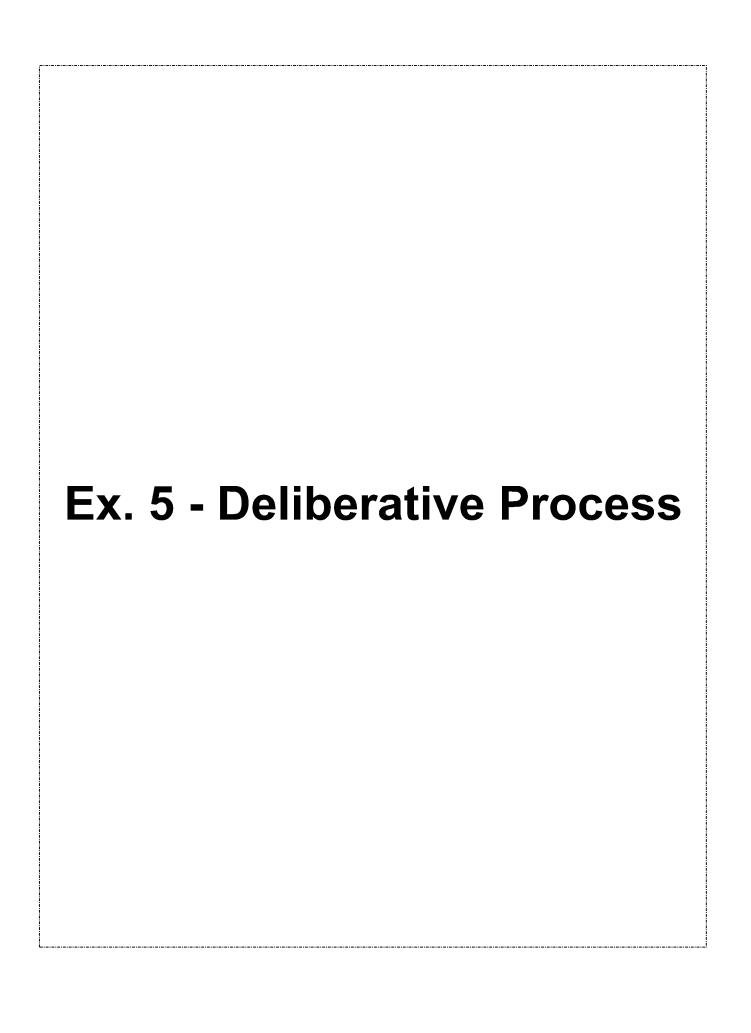
Send topics for next meeting to Ken Schreefer at Office of Human Resources@epa.gov; Schreefer.Kenneth@epa.gov

#### **Discussion Topics:**

#### Introduction, Ken Schreefer

- Ken Schreefer started the HR Community Call by taking roll. He then opened the line for any items that attendees wanted to discuss.
- When processing VERA/VSIP employees for departure, they are processed like a normal retirement with a note that says the employee opted for VERA/VSIP.
- Employees approved for VSIP are told in their memo how much of the VSIP amount they have been allowed.
- Headquarters is hosting a one-stop checkout for Headquarters employees on August 23. All employees who have been approved for VERA/VSIP will be able to complete all their documentation that day for off boarding. They will complete all activities except turn in their computer and badge.
- After employees have been notified that they were approved for VERA/VSIP, supervisors will also be informed.
- Within the template letter that goes to employees who have been approved for VERA/VSIP, HROs and PMOs are listed in the cc line, so they will also be informed through the memo.

## Ex. 5 - Deliberative Process



Closing Remarks: The next HR Community call will be held on August 17.

#### In Attendance:

Region 1		Region 8		OA		OGC	Ø
Region 2	$\overline{\square}$	Region 9		OARM	Ø	OITA	
Region 3	$\overline{\checkmark}$	Region 10		OAR		ORD	
Region 4	$\overline{\checkmark}$	Las Vegas	$\overline{\square}$	OCFO	$\square$	OLEM	
Region 5		Cincinnati		OCSPP		OW	
Region 6		Ann Arbor		OICA			
Region 7	$\overline{\square}$	RTP	$\overline{\checkmark}$	OEI			

#### Message

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 6/14/2017 7:45:19 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: FW: CHCO Bulletin for the week of June 9th

#### Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Helm, Arron

Sent: Wednesday, June 14, 2017 3:36 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: RE: CHCO Bulletin for the week of June 9th

We have leadership from each SSC lined up to participate on the 15<sup>th</sup>. As I will be in DC the week of the 26<sup>th</sup> I will attend the session on the 29<sup>th</sup> to represent the 3.

From: Vizian, Donna

Sent: Wednesday, June 14, 2017 10:25 AM

To: Helm, Arron < Helm.Arron@epa.gov >; Carter, Rick < Carter.Rick@epa.gov >; Gray, Linda < gray.linda@epa.gov >

Subject: FW: CHCO Bulletin for the week of June 9th

Please see June 15<sup>th</sup> webcast on workforce reshaping. It would be good for a few folks to participate. Also, there will be a session on 6/29 at OPM on workforce reshaping with limited attendance. It would be good if both OHR and the SSC could attend. thanks

From: CHCO Council [mailto:chcoc=opm.gov@mail184.suw18.rsgsv.net] On Behalf Of CHCO Council

Sent: Friday, June 09, 2017 2:40 PM

**To:** Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> **Subject:** CHCO Bulletin for the week of June 9th

BY BCC TO CHCO COMMUNITY

View it in your browser.



#### CHCO COMMUNITY NEWS

n,

on, We have a busy week ahead of us! On Tuesday, we look forward yone at the Full Council meeting. Then, on Thursday June 15th, we g Marcus Buckingham, who will speak on how Federal leaders can agile and high performing workforce, while future-proofing their. We hope everyone can make it out for these two engagements.

r, today is the last day to finish any online courses on HRU.gov and ser profile to print or save certificates, transcripts, selfand individual development plans. On Monday, June 12th, HRU require you to log-in and will continue to be the comprehensive, an Resources (HR) career development website.

veekend.

lobos

utive Director n Capital Officers Council

onnel Management NW

#### ~UPDATE~ STEM Diversity Recruiting event

lay, June 19, 2017 | 11:30 AM - 1:00 PM Partnership for Public Service in Washington D.C.

d to join us for the STEM Diversity Recruiting event hosted by Monday, June 19th, 2017 at The Partnership for Public Service in D.C. from 11:30 AM – 1:00 PM.

ent and technology sectors are coming together to share insights cices for improving workplace diversity in a new forum. There will Diversity & Inclusion Recruitment experts from LinkedIn, d The Department of Veterans Affairs, moderated by Kathy Goss, nior Diversity Recruiting Leader. The panel will be sharing advice toving hiring bias, the role of assessments, executing diversity more!





www.chcoc.gov

### OLICK HERE TO SUBSCRIBE

http://chcoc.us4.listmanage1.com/subscribe?u=86c2d6400166a1c61e3659616&ic

\*Subscribe to the above link using your federal email a

### Calendar of Events

All Meetings and Events can be found Her

### CHCO Corner

This section of the bulletin is reserved for events and

ted - RSVP HERE

e you there!

## You are Invited: Marcus Buckingham, Architect a New World of High-Performance Culture

15, 2017 | Washington, D.C.

executive Institute and the Chief Human Capital Officers Council lost, Marcus Buckingham, Architect a New World of High-Culture.

deral leaders can build a more agile and high performing tile future-proofing their organizations. Marcus Buckingham, g expert on strengths and talent, will provide a keynote address on mployee and organizational performance for Cross Executive pers and their senior staff on **Thursday**, **June 15**, **from 10** am **ST**, in the Office of Personnel Management, Campbell

ngham has dedicated his career to understanding what the world's leaders do. For more information about Marcus Buckingham, tps://www.marcusbuckingham.com/.

rmation and to register please visit <a href="https://ntral.usalearning.net/onsite/">https://ntral.usalearning.net/onsite/</a>. Please direct any questions to ov. We look forward to seeing you there!

#### **V~** Reduction in Force: Planning and Best Practices

15, 2017 | Washington, D.C.

tt, Reduction in Force: Planning and Best Practices, will be to 15th from 1 PM to 3 PM in the OPM Auditorium and via is session will dive into the important policy and operational ng agencies that are preparing for a Reduction in Force (RIF). In resources leaders and program managers who have been through se will share their best practices and advice.

r to attend at <a href="https://www.eventbrite.com/e/reduction-in-force-best-practices-tickets-34883759263">https://www.eventbrite.com/e/reduction-in-force-best-practices-tickets-34883759263</a>

#### PDATE~ 2017 Feds Feed Families (FFF) Campaign

s Feed Families (FFF) Campaign kickoff was held on Wednesday, at the Capital Area Food Bank. It was a huge success with chairs as across many federal agencies showing their support, including all food donation to start. This year's theme is "Feds Unite Against

activities for CHCOs and Deputies only.

#### **Market Research Day**

USSM is hosting a market research day on Monday, June 26 to get a better understanding of vendor capabilities for payroll and/or time and attendance software-as-a-service solutions.

We are asking for up to 10 representatives from the CHCO community to participate. If you are interested please email Austin Price at <a href="mailto:austin.price@gsa.gov">austin.price@gsa.gov</a>.

#### Partnership for Public Service Event

In an effort to drive efficiency and effectiveness in the federal sector, the Partnership for Public Service is hosting an event on **June 23 from 8-10:30 a.m.** for agency leaders to learn about business enterprise services from leading private sector companies.

Our focus will be on cost savings and avoidance, impact on the workforce and the need for reskilling and job changes, risk, and key lessons learned that might inform how federal agencies should move forward.

If you are interested in attending this event or learning more, please contact Lindsay Laferriere at <a href="mailto:llaferriere@ourpublicservice.org">llaferriere@ourpublicservice.org</a>.

### Workforce Reform Information

#### Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce

https://www.whitehouse.gov/sites/whitehouse.gov/files/ omb/memoranda/2017/m-17-22.pdf

#### FY 2018 Budget Blueprint

https://www.whitehouse.gov/sites/whitehouse.gov/files/ omb/budget/fy2018/2018\_blueprint.pdf

#### **Workforce Reorganization Executive Order**

https://www.whitehouse.gov/the-pressoffice/2017/03/13/presidential-executive-ordercomprehensive-plan-reorganizing-executive

\*Please note if this is your first time visiting the new whitehouse.gov website, you will be sent to a welcome page instead

ional Program Manager Betty-Ann Bryce opened the event with a ne Federal Agencies to "beat their best" effort to date. This was resentations by Roger Glendenning, USDA Rural Development Under Secretary, Jody Tick, Chief Operating Officer, Capital Area alcom Shorter, Deputy Assistant Secretary for Administration at G. Layton, 2016 Department of Education Chair, Vice Admiral 2017 Department of Homeland Security Chair, Berthina Jamison, aent of Defense Champion, Gary Oppenheimer, CEO of t.org, and Reverend Chandler of the Mid-Atlantic Gleaning GNET). Each discussed the value added by the food drive. In fact, ed that FFF the Feds Feed Families food drive provided 500,000 d for people across DC, Maryland and Virginia last year. It has ritical means by which food banks fill their shelves during the one-hour program was closed by Edna Primrose, Deputy of for Operations and Management, USDA Rural Development.

wws were conducted at the event, marking a memorable start to the airs and champions enthusiastically responded to questions such as campaign important? and, Why did they choose to volunteer? Hayes of the US Coast Guard, Oscar Morales of the Environmental ency, Berthina Jamison of the Department of Defense, and Joyceda Defense Civilian Personnel Advisory Service all expounded on the 5 the campaign.

Program office is committed to supporting Agency Chairs and making their campaigns as successful as possible. The week closed and Chairs and Champions Training to provide the group with the surces to lead a successful campaign. Our Chairs and Champions a ongoing and we hope to capture a few more over the course of the please spread the word. In addition, there will be the annual golf his year. We invite you to get a team together for this fun event Saturday, July 29. To find out more, please e-mail ites@usda.gov.

#### **ApprenticeshipUSA Federal Accelerator**

st 30, 2017 | Washington, D.C.

ognized ApprenticeshipUSA programs provide a valuable method developing and retaining employees in highly-skilled Apprenticeship can be expanded within the Federal Sector job hways structure to accelerate the productivity of new hires and to crent Federal workforce. It can also be used to expand and sustain, procurement and workforce programs to help American workers rs.

**Is for the Federal Accelerator on Wednesday, August 30, hington, D.C.** This event is an opportunity for you and your gues to learn about ApprenticeshipUSA and specific ways they can pprenticeship in their agencies.

rmation contact:

z, Deputy Administrator, Office of Apprenticeship,

of the memo. Please click on the link a second time once you go through the welcome page.

This section will be updated as new guidance is released.

### **Upcoming Meetings**

Full Council Meeting
Tuesday June 13, 2017
10am to 12pm
Executive Conference Room

Deputy CHCO Meeting Thursday July 20, 2017 10am to 12pm Pendleton Room

CHCOs, Deputies, & Assistants, Click here to access meeting materials

# In Case You Missed It... OPM Memos

Biennial Review of Executive Resources Allocations for Fiscal Years 2018 and 2019 Update

<u>Update to Fiscal Year 2017 Prevailing Rate Pay</u>
<u>Adjustments</u>

Continued Pay Freeze for Certain Senior Political Officials

### Other News

Keeping Employees Engaged During Periods of <u>Uncertainty</u>

HR Leader: Millennials Helping to Shape Better Workplace

The employee value proposition matters now more than ever for recruiting

Resource Actions: Does HR have a 'humanity' problem?

Trump chooses George Nesterczuk to head OPM

e.a@dol.gov

Program Analyst, Office of Apprenticeship, <a href="mailto:david.rachel@dol.gov">david.rachel@dol.gov</a>

#### ON FOR SECOND CYBERSECURITY ORIENTATION FOR NEW HIRES

#### \*\* Spread the word \*\*

7 from 8:00 AM – 4:30 PM

he Federal Chief Information Officers Council and the U.S. Office Management (OPM) are sponsoring the second cybersecurity r new cybersecurity professionals. Leading Cybersecurity in the Federal Government will share personal experiences and career paths. Participants will obtain an understanding of their role the Federal Government's cybersecurity mission. The orientation cynote speeches from Government leaders, presentations by senior practitioners, a Knowledge Lab that provides information and as on Cybersecurity tools, and the opportunity to network with curity professionals from across the government.

#### eakers:

Special Assistant to the President, Cybersecurity Coordinator Settigan, Director (Acting), OPM

**Attend?** This event is free and open to Federal employees in hrough GS-15 (or equivalent) with one year or less of Federal work experience.

epartment of Transportation Conference and Event Center, 1200 venue, S.E., Washington DC, 20590.

ls: Event capacity is limited to 230 participants, please submit your ow at <a href="https://www.eventbrite.com/e/second-cybersecurity-pnference-registration-34004994855">https://www.eventbrite.com/e/second-cybersecurity-pnference-registration-34004994855</a>

#### <u>ımarking Results Available on Benchmarks.gsa.gov</u>

chmarking results are available on <u>Benchmarks.gsa.gov</u>. This vill be very helpful in preparing for this year's reform discussions, porting your own management decision making. The website also es for exporting data and graphics, which you can use in your own

#### ew of the types of data available on the website:

component comparisons of cost and quality howing cost-quality trade-offs rend lines (showing four years of data whenever possible) rom the 2017 Customer Satisfaction Survey

#### **OPM** Resources

#### **Workforce Reshaping**

Introducing <a href="www.opm.gov/reshaping">www.opm.gov/reshaping</a>, OPM's newest one-stop shop of information and resources for agency leaders and human resources professionals who are engaged in strategic workforce planning efforts or considering workforce reshaping options.

### WMATA Safe Track Update

To access special notices from OPM regarding the SafeTrack Project, to include memorandums and guidance, please follow this link:

https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/notices/#WMATA

Upcoming Surge:
Surge #15, May 16-June 15
New Carrollton to Stadium-Armory
Orange line shutdown

For more information visit: https://www.wmata.com/service/SafeTrack.cfm

rking team is also working on summary agency reports, which we ling out within the next few weeks.

s the Benchmarking site using your MAX credentials. If you need MAX, please go to

ov/maxportal/registrationForm.action. Please feel free to send me contact us at benchmarks@gsa.gov.

#### tional and Executive Affinity Groups Annual Training **Programs and Workshops**

an Government Employees Network (AAGEN) orkshop • June 13, 2017 • Arlington, VA

ted Latin American Citizens (LULAC) vention & Exposition • July 4-8, 2017 • San Antonio, TX

ployed Women (FEW)

ning Program • July 17-20, 2017 • New Orleans, LA

ernment (BIG)

ning Institute • August 21-24, 2017 • Atlantic City, NJ

ning Program • September 11-15, 2017 • Albuquerque, NM

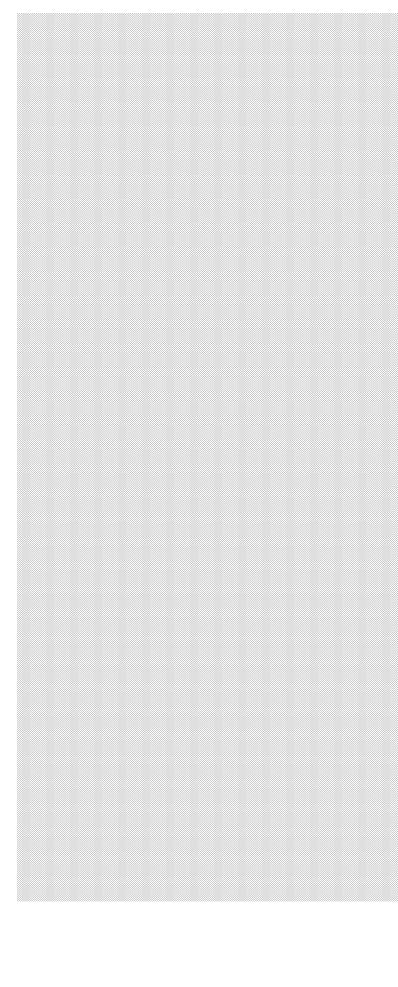
can Federal Executive Association (AAFEA)

nal Development Workshop • September 18-20, 2017 • College

#### What's New on HRU?



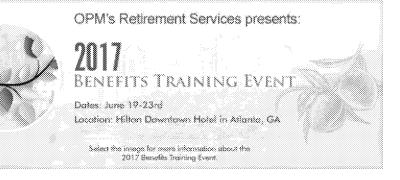
l Development Series (PDS) for Employee Relations





nation visit: http://hru.gov/course\_catalog.aspx?cid=224&mgr=false

#### l Benefits Training Event



rmation ru.gov/course\_catalog.aspx?cid=247&mgr=false

#### <u>UnlockTalent.gov – See What's New!</u>

d to announce the Agency Indicators page on <u>UnlockTalent.gov</u> has

ndicators page provides data related to the overall health of an enables you to pinpoint the strengths and weaknesses of your enhance decision making and create lasting sustainability.

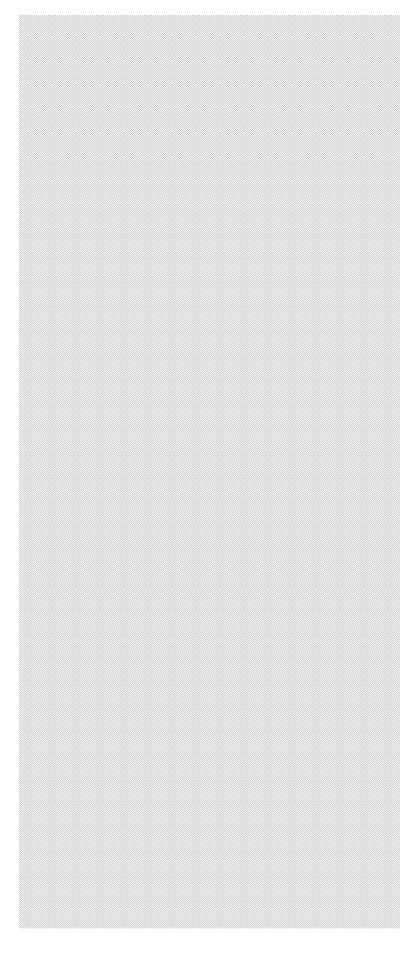
#### uded in this update?

es on the page are organized into five sections consistent with the fuman Capital Framework (HCF): workforce demographics, talent gement, performance management, strategic planning and nent, and evaluation.

dary pages are incorporated for each metric on the main page and le additional data breakouts.

It the Governmentwide level from the Federal Employee Viewpoint y (FEVS) and the Enterprise Human Resources Integration I).

ou look forward with future updates?



nunity of Practice update – reorganizing the structure and content page to make it more user-friendly and allow you to access at easier and quicker.

on of Agency level data to the Agency Indicators page - incorporate l Agency level data for the Departments/Large agencies for all es on the page

erly updates of the EHRI data

page, log-in to <a href="www.UnlockTalent.gov">www.UnlockTalent.gov</a> and select the Agency k at the top. If you have not registered for the site, you can selfe site by going to <a href="www.UnlockTalent.gov">www.UnlockTalent.gov</a> and selecting the Register right of the page.

y questions email <u>UnlockTalent@opm.gov</u>.

#### **SES Leading Edge Programs**

### rding Forum – \*New Date\* -- Registration still open!

ing Forums accelerate success of new senior executives in their of executive service and help the them to "hit the ground running" the transition into their enterprise leadership role.

#### ne: Harnessing Your Business Acumen to Deliver ter Public Value

**1:** \*New Date\* Monday, June 26, 2017 from 9 a.m. to 2 p.m. (was busly Wednesday, May 3, 2017).

**re:** Partnership for Public Service, 1100 New York Avenue NW, 200 East, Washington DC.

**egister:** Click here for more information on this Forum and to er. The underlying link

ps://cldcentral.usalearning.net/mod/page/view.php?id=22399.

tions: Please email <u>SES-Leading-EDGE@opm.gov</u> or call (434) 278.

#### ation Briefing, June 13–14, 2017 – Registration is open!

Personnel Management's Federal Executive Institute conducts the rnment-wide SES Orientation Briefings. The June SES riefing is an excellent addition to your SES onboarding program.

1: Tuesday, June 13, 2017 (9 a.m. to 4:30 p.m.) and Wednesday, 14, 2017 (9 a.m. to 3 p.m.)

**re:** Madison Auditorium, US Patent and Trademark Office, ndria, Virginia

egister: <u>Click here</u> for information about the SES Orientation ng and to register. The underlying link p://cldcentral.usalearning.net/mod/page/view.php?id=3897.

**tions:** Please email <u>SES-Orientation-Briefing@opm.gov</u> or call 980-6278.

ntation Briefings and SES Onboarding Forums are components of or Executive Development Portfolio, <u>SES Leading EDGE</u>, and are enhanced executive onboarding model and government-wide oarding framework. These programs also afford a unique onetwork with fellow Senior Executive colleagues from across

any general questions to <u>SES-Leading-EDGE@opm.gov</u> or call 78.

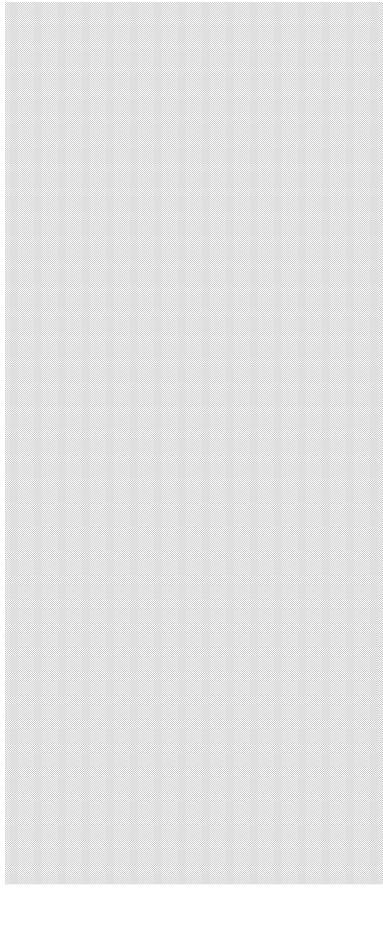
#### damentals of Human-Centered Design Workshop



J.S. Office of Personnel Management (OPM), the Lab at OPM -centered design capacity across the Federal workforce. Join us for get an introduction to human-centered design (HCD).

17 workshops:

rmation, visit the lab's new website lab.opm.gov/class-sign-up/



#### **JOB POSTINGS**

Agencies can send Job Announcements for HR/SES Positions to <a href="mailto:checo@opm.gov">checo@opm.gov</a>

#### Federal Aviation Administration

John Title: Deputy Assistant Administrator for Human Resource Management Series & Grade: EV-0340-02/02 Position Information: Full Time - Permanent Duty Location: Washington, DC Open Period: 05/31/2017-06/20/2017

#### Read More ...

#### National Institutes of Health

John Title: Director, Office of Human Resources Series & Grade: ES-0201-00/00 Position Information: Full Time - Permanent Duty Location: Bethesda, MD Open Period: 05/30/17-06/29/17

#### Read More ...

The CHCO bulletin is the primary means of disseminating pertinent and timely information to CHCOs on a wide range of Human Capital issues. The consolidated nature of this bulletin is meant to reduce the e-mail flow and streamline key communications. Each agency should ensure they are getting all information contained in the weekly bulletin. If you have any comments, suggestions or questions on the bulletin or its contents, please feel free to contact <a href="mailto:chcoc@opm.gov">chcoc@opm.gov</a>

#### Contact us:

Chief Human Capital Officers Council 1900 E Street, NW Washington, DC 20415 202.606.1722 chcoc@opm.gov

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#### unsubscribe from this list

If you were forwarded this bulletin, please do not click unsubscribe. This will only unsubscribe the original recipient, instead contact the person who forwarded it to you.

To: Milton, Laura[Milton.Laura@epa.gov]

Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Hunt, Loretta

**Sent:** Mon 6/26/2017 9:31:45 PM

Subject: RE: VERA/VSIP Overview Training



Laura,

## Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Milton, Laura

Sent: Monday, June 26, 2017 9:53 AM
To: Hunt, Loretta < Hunt.Loretta@epa.gov>
Subject: FW: VERA/VSIP Overview Training

Hi Loretta, OECA will be having a series of all hands meetings today and I expect that we will get a couple more questions along the lines of the one below. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

**US Environmental Protection Agency** 

Phone: 202-564-6017

milton.laura@epa.gov

From: Ex. 6 - Personal Privacy

Sent: Monday, June 26, 2017 9:47 AM
To: Milton, Laura < Milton. Laura@epa.gov >
Subject: RE: VERA/VSIP Overview Training

# Ex. 6 - Personal Privacy

Thank you

## Ex. 6 - Personal Privacy

From: Milton, Laura

**Sent:** Friday, June 23, 2017 6:41 AM

To: OECA All

Subject: FW: VERA/VSIP Overview Training

Over the next month, the HR benefits team from our Cincinnati Shared Service Center will be offering additional sessions of the popular VERA/VSIP Overview training. There will be four adobe connect sessions a week, two each on Tuesdays and Thursdays. See below/attached for session times and connectivity information.

In addition, a 508 compliant video has been posted on the Early Out/Buyout Intranet site and can be found here: http://intranet.epa.gov/policy/buyouts/

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

#### **US Environmental Protection Agency**

Phone: 202-564-6017

milton.laura@epa.gov

From: Bonner, Jerome

Sent: Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura < Milton. Laura@epa.gov >; Smith, Susan < Smith. Susan@epa.gov >; Jablonski, Janice < jablonski.janice@epa.gov >; Fowler, Joshua < Fowler. Joshua@epa.gov >; Price, Patricia

<price.patricia@epa.gov>; Hill, Troy < Hill. Troy@epa.gov>; Breneman, Sara

<bre>cbreneman.sara@epa.gov>

Cc: Badalamente, Mark < Badalamente.Mark@epa.gov>; Hitchens, Lynnann < hitchens.lynnann@epa.gov>; Buhl, Rick < Buhl.Rick@epa.gov>; Sanders, Amy < Sanders.Amy@epa.gov>; Brincks, Mike < brincks.mike@epa.gov>; McDonald, James < McDonald.James@epa.gov>; Simon, Nigel < Simon.Nigel@epa.gov>; Carter, Rick < Carter.Rick@epa.gov>; Scola, Jennifer < Scola.Jennifer@epa.gov>; Mairose, Sue < Mairose.Sue@epa.gov>; Thomas, Cheryl < Thomas.Cheryl@epa.gov>; Young, Debbie < young.debbie@epa.gov>; Mick, David < Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <a href="http://intranet.epa.gov/policy/buyouts/">http://intranet.epa.gov/policy/buyouts/</a>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

### **Teleconference Information**:

• a a a a a a a a a a a a a a a a a a a	onence Call:		
• aaaaaaaa Access Code:	Ex.	6 - Personal Privacy	

### **Adobe Connect Information**:

URL is: <a href="http://epawebconferencing.acms.com/cinbenefits/">http://epawebconferencing.acms.com/cinbenefits/</a>

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at <a href="mairose.sue@epa.gov">mairose.sue@epa.gov</a> after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

**CONFIDENTIALITY**: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Showman, John[Showman.John@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]

From: Hunt, Loretta

Sent: Mon 6/26/2017 5:18:18 PM Subject: RE: VERA/VSIP Extensions



John,

## Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

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**Sent:** Monday, June 26, 2017 11:19 AM

**To:** Hunt, Loretta <hunt.Loretta@epa.gov>; Vizian, Donna <\vizian.Donna@epa.gov> **Cc:** Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>;

Hart, Debbi <a href="mailto:Parker">Hart, Debbi <a href="mailto:Parker">Parker</a>, Gary <a href="

Subject: RE: VERA/VSIP Extensions

### Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Monday, June 26, 2017 10:52 AM

**To:** Vizian, Donna <<u>Vizian.Donna@epa.gov</u>>; Showman, John <<u>Showman.John@epa.gov</u>>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>;

Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: FW: VERA/VSIP Extensions

Donna,

## Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

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U.S. EPA

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Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

**US Environmental Protection Agency** 

Phone: 202-564-6017

milton.laura@epa.gov

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Sent: Monday, June 26, 2017 9:47 AM
To: Milton, Laura < Milton. Laura@epa.gov >
Subject: RE: VERA/VSIP Overview Training

### Ex. 6 - Personal Privacy

# Ex. 6 - Personal Privacy

Thank you

### Ex. 6 - Personal Privacy

From: Milton, Laura

Sent: Friday, June 23, 2017 6:41 AM

To: OECA All

Subject: FW: VERA/VSIP Overview Training

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Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

**US Environmental Protection Agency** 

Phone: 202-564-6017

milton.laura@epa.gov

From: Bonner, Jerome

Sent: Friday, June 23, 2017 7:57 AM

To: Milton, Laura <a href="mailton:Laura@epa.gov">Milton:Laura@epa.gov">Milton:Laura@epa.gov</a>; Smith, Susan <a href="mailton:Susan@epa.gov">Smith.Susan@epa.gov</a>; Jablonski, Janice <a href="mailton:Japlonski.janice@epa.gov">Jablonski, Janice <a href="mailton:Joshua@epa.gov">Jablonski, Janice@epa.gov</a>; Fowler, Joshua <a href="mailton:Fowler.Joshua@epa.gov">Fowler.Joshua@epa.gov</a>; Price, Patricia

<price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara

<br/>
<br/>
breneman.sara@epa.gov>

**Cc:** Badalamente, Mark < <u>Badalamente.Mark@epa.gov</u>>; Hitchens, Lynnann < hitchens.lynnann@epa.gov>; Buhl, Rick < Buhl.Rick@epa.gov>; Sanders, Amy

- <<u>Sanders.Amy@epa.gov</u>>; Brincks, Mike <<u>brincks.mike@epa.gov</u>>; McDonald, James
- <McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick
- <a href="mailto:</a> <a href="mailto:Scola.Jennifer@epa.gov">Carter.Rick@epa.gov</a>; Scola, Jennifer<a href="mailto:Scola.Jennifer@epa.gov">Scola.Jennifer@epa.gov</a>; Mairose, Sue
- <Mairose.Sue@epa.gov>; Thomas, Cheryl < Thomas.Cheryl@epa.gov>; Young, Debbie
- <young.debbie@epa.gov>; Mick, David < Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

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#### **Teleconference Information:**

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 Access Code: Ex. 6 - Personal Privacy

### **Adobe Connect Information:**

URL is: <a href="http://epawebconferencing.acms.com/cinbenefits/">http://epawebconferencing.acms.com/cinbenefits/</a>

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Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Showman, John[Showman.John@epa.gov]

Cc: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]

From: Vizian, Donna

Sent: Mon 6/26/2017 3:32:33 PM Subject: RE: VERA/VSIP Extensions

Thanks Loretta -

Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Monday, June 26, 2017 10:52 AM

**To:** Vizian, Donna <a href="mailto:Vizian.Donna@epa.gov">Vizian, Donna <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>>; Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>>; Carpenter, Wesley <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>>; Carpenter, Wesley <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>); Total <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>)

Hart, Debbi <a href="mailto:Parker">Hart, Debbi <a href="mailto:Parker">Parker</a>, Gary <a href="mailt

Subject: FW: VERA/VSIP Extensions

Donna,

# Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Milton, Laura

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To: Hunt, Loretta < Hunt.Loretta@epa.gov >
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milton.laura@epa.gov

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To: Milton, Laura < Milton. Laura@epa.gov >; Smith, Susan < Smith. Susan@epa.gov >; Jablonski, Janice <jablonski.janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia

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To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]

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Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]

From: Showman, John

Sent: Mon 6/26/2017 3:18:51 PM Subject: RE: VERA/VSIP Extensions

### Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Monday, June 26, 2017 10:52 AM

**To:** Vizian, Donna <a href="mailto:Vizian.Donna@epa.gov">Vizian, Donna <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>; Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Carpenter, Wesley <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>; Carpenter, Vizian.Donna@epa.gov</a>; Carpenter, Vizian.Donna@epa.gov</a>; Carpenter,

Hart, Debbi <a href="mailto:Parker">Hart, Debbi <a href="mailto:Parker">Parker</a>, Gary <a href="mailt

Subject: FW: VERA/VSIP Extensions

Donna,

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**Branch Chief** 

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Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

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Cc: Badalamente, Mark < <u>Badalamente.Mark@epa.gov</u>>; Hitchens, Lynnann

- <a href="mailto:slight-new-to-state-1000">hitchens.lynnann@epa.gov">; Buhl, Rick <a href="mailto:Buhl.Rick@epa.gov">Buhl, Rick <a href="mailto:Buhl.Rick@epa.gov
- <a href="mailto:smired-gepa.gov"></a>, MicDonald, James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick
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Message
---------

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 6/6/2017 10:50:08 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

**Subject**: RE: Decision on including SES in the V/V

Yes. Ex. 5 - Deliberative Process

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 6:48 PM **To:** Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: RE: Decision on including SES in the V/V

Donna,

Can offices proceed with their plans for SL/ST positions?

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 6:36 PM

To: Robbins, Chris <a href="Robbins.Chris@epa.gov">Robert <a href="Robbins.Chris@epa.gov">Robert@epa.gov</a>; Simon, Nigel

<Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Hunt, Loretta < Hunt. Loretta@epa.gov >; Gray, Linda < gray.linda@epa.gov >;

Carpenter, Wesley < Carpenter. Wesley@epa.gov >; Showman, John < Showman. John@epa.gov >

Subject: Decision on including SES in the V/V

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks

Donna

To: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]
Cc: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

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From: Hunt, Loretta

Sent: Mon 6/26/2017 2:51:56 PM Subject: FW: VERA/VSIP Extensions



Donna,

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Loretta L. Hunt

**Branch Chief** 

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Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

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### Ex. 5 - Deliberative Process

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

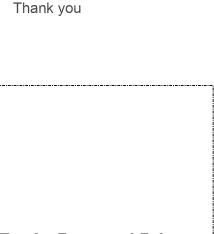
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<a href="mailto:square;">Sanders.Amy@epa.gov>; Brincks, Mike <br/>brincks.mike@epa.gov>; McDonald, James</a>

<a href="mailto:simon"><a href="mailto:simon"

<a href="mailto:</a> <a href="mailto:Carter.Rick@epa.gov">Carter.Rick@epa.gov</a>; Scola, Jennifer <a href="mailto:Scola.Jennifer@epa.gov">Scola.Jennifer@epa.gov</a>; Mairose, Sue

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<young.debbie@epa.gov>; Mick, David < Mick.David@epa.gov>

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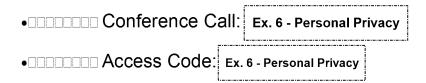
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#### Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 6/6/2017 10:48:27 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley

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talked it through and we are not going to include SES at this time.	Ex. 5 - Deliberative Process
Ex 5- Deliberative Process !Please let me know if you have any questions.	

Thanks Donna

#### Message

From: Bell, Matthew [Bell.Matthew@epa.gov]

**Sent**: 8/8/2017 1:24:59 PM

To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: OHR Tracking Spreadsheet

Attachments: OHR Tracking.pdf

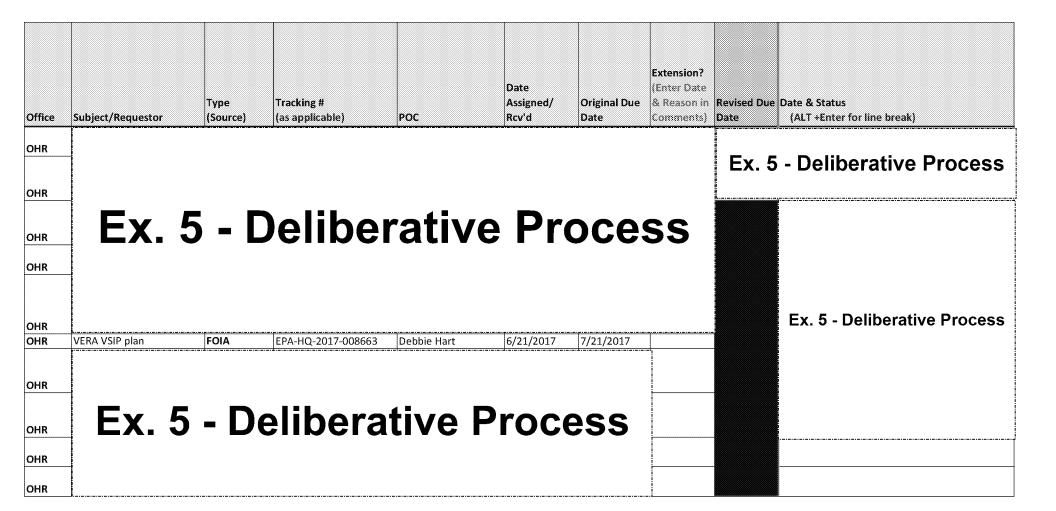
#### G' Morning Linda & Wes,

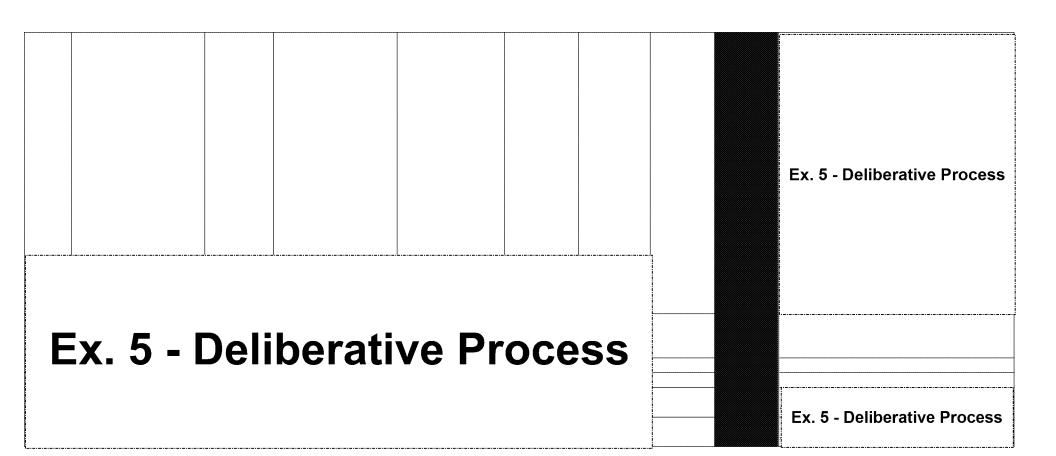
Attached is the tracking document for this week. I'm sure I missed an update from last week so just let me know when you get a chance and I'll make the revisions.

Sincerely,

#### **Matthew Bell**

Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282





To: Cc: From:	Dean, StevenB[Dean.StevenB@epa.gov] Carpenter, Wesley[Carpenter.Wesley@epa.gov] Hart, Debbi
Sent: Subject:	Wed 6/14/2017 1:27:30 PM RE: Request for Additional Retirement Training Sessions
Subject.	TL. Nequest for Additional Nethernett Training Sessions
Do we ne	ed money to pay for these?
Debbi Har Director	t
Policy, Pla OHR, OAF USEPA	nning & Training Division RM
202.564.20 hart.debbi	
******	******************************
Sent: We To: Kenn Cc: Hart,	ean, StevenB dnesday, June 14, 2017 8:14 AM edy, Diana < Kennedy. Diana@epa.gov> Debbi < Hart. Debbi@epa.gov>; Torrez, Alfredo < Torrez. Alfredo@epa.gov> FW: Request for Additional Retirement Training Sessions
Diana,	
Can you	provide the additional retirement training session dates to Alfredo?
Regards	,
Steven	
Steven E	3 Dean
Chief, Tr	aining Branch

#### **USEPA Headquarters**

William Jefferson Clinton East Building 1201 Constitution Ave., N.W. Rm 1136A

Mail Code: 3601M Washington, DC 20460

(O) (202) 564-6619

(M) Ex. 6 - Personal Privacy

dean.stevenb@epa.gov

Click to contact me via Skype



Follow Me on Microsoft Delve





From: Torrez, Alfredo

**Sent:** Tuesday, June 13, 2017 5:21 PM

To: Hart, Debbi < Hart. Debbi@epa.gov >; Dean, StevenB < Dean. StevenB@epa.gov >

Cc: Stevens, Robert < Stevens.Robert@epa.gov >

Subject: Request for Additional Retirement Training Sessions

Wondering if OHR is planning on offering additional retirement seminars now that employees know about the VERA/VSIP plans. I know a couple of additional sessions have been added but I'm thinking more are needed, especially after hearing how many offers have been sent forward. If you're not considering more sessions, is it possible for OW to sponsor and pay for our own sessions?

Alfredo Torrez, Associate Director and

**OW Program Management Official** 

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: Ex. 6 - Personal Privacy

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

#### Message

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 6/6/2017 10:35:35 PM

To: Robbins, Chris [Robbins.Chris@epa.gov]; Kavlock, Robert [Kavlock.Robert@epa.gov]; Simon, Nigel

[Simon.Nigel@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Gray, Linda [gray.linda@epa.gov];

Carpenter, Wesley [Carpenter. Wesley@epa.gov]; Showman, John [Showman. John@epa.gov]

**Subject**: Decision on including SES in the V/V

Hi – I am sending to a small group, since you are the only offices that included SES in their business case. Mike and I talked it through and we are not going to include SES at this time.

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

ix. o - Bellberduve i rocess

Thanks Donna To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Petrole, Maryann

Sent: Tue 8/8/2017 1:18:53 PM

Subject: HR help

Wes,

With Lynnett departing on Aug 25th we have been looking at many options. Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Do you have a dedicated person(s) who do the FPPS/WTTS HR input that you would be willing to "share" until we get someone in full time - Erin has been working with Lynnett and has some of the basics, but having someone who knows the ins and outs of the system will be more efficient. Let me know.

Maryann

Maryann Petrole, Deputy Director

Office of Administration

EPA/OARM/OA

WJC-North, 5340-X

202-564-4938 (work)

Ex. 6 - Personal Privacy (Cell)

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]

Cc: Showman, John[Showman.John@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov] **From:** Vizian, Donna

**Sent:** Tue 6/6/2017 8:44:12 PM

Subject: RE: Freeze of Targeted V/V Positions

Perfect - thanks

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 4:32 PM

**To:** Helm, Arron < Helm.Arron@epa.gov >; Vizian, Donna < Vizian.Donna@epa.gov > Cc: Showman, John < Showman.John@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Gray, Linda < gray.linda@epa.gov >;

Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart, Debbi@epa.gov</a>; Parker,

Gary <parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

What about this:

# Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Helm, Arron

Sent: Tuesday, June 06, 2017 3:39 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov >; Showman, John < Showman.John@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley < Carpenter.Wesley@epa.gov >; Hart, Debbi

< Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

**Subject:** Re: Freeze of Targeted V/V Positions

# Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 6, 2017, at 3:37 PM, Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> wrote:

### Ex. 5 - Deliberative Process

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 3:28 PM

To: Showman, John < Showman. John@epa.gov >; Vizian, Donna

<Vizian.Donna@epa.gov>

Cc: Helm, Arron <a href="mailto:Helm.Arron@epa.gov">Helm.Arron@epa.gov">Helm.Arron@epa.gov</a>; Gray, Linda <a href="mailto:Linda@epa.gov">Gray.Linda@epa.gov</a>; Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart, Debbi@epa.gov</a>; Parker, Gary

<parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

Donna/John,

# Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Showman, John

**Sent:** Tuesday, June 06, 2017 2:39 PM

**To:** Vizian, Donna < <u>Vizian.Donna@epa.gov</u>>; Hunt, Loretta < <u>Hunt.Loretta@epa.gov</u>> **Cc:** Helm, Arron < <u>Helm.Arron@epa.gov</u>>; Gray, Linda < <u>gray.linda@epa.gov</u>>; Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>; Parker, Gary

<parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

That was my thoughts –

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Vizian, Donna

**Sent:** Tuesday, June 06, 2017 2:37 PM

To: Hunt, Loretta < <a href="https://hunt.Loretta@epa.gov">
Hunt, Loretta < a href="https://hunt.Loretta@epa.gov">
Hunt, Loretta@epa.gov</a>
Hunt, Loretta@epa.gov</a>
Hart, Debbi < <a href="https://hunt.Loretta@epa.gov">
Hart, Debbi@epa.gov</a>
Parker, Gary

<parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

Ex. 5 - Deliberative Process

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 1:02 PM

To: Vizian, Donna < Vizian, Donna@epa.gov >; Showman, John

<<u>Showman.John@epa.gov</u>>

**Cc:** Helm, Arron < Helm.Arron@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley < Carpenter.Wesley@epa.gov >; Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: FW: Freeze of Targeted V/V Positions

Donna,

We're getting follow-up questions to your initial message as orgs want to know if this includes details, temp. promotions, etc.

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

Sent: Tuesday, June 06, 2017 11:26 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

**Subject:** FW: Freeze of Targeted V/V Positions

Hi Loretta,

## Ex. 5 - Deliberative Process

Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Thomas, Deb

**Sent:** Tuesday, June 6, 2017 8:41 AM

To: Bohan, Suzanne < bohan.suzanne@epa.gov >; Fowler, Joshua

< Fowler.Joshua@epa.gov>; Kortuem, Patrice < Kortuem.Patrice@epa.gov>; Buhl, Rick < Buhl.Rick@epa.gov>; Vuong, Stephanie < Vuong.Stephanie@epa.gov>; Bielenberg, Ben

<Bielenberg.Ben@epa.gov>

**Subject:** FW: Freeze of Targeted V/V Positions

FYI

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 8:39 AM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>; ARA <<u>ARA@epa.gov</u>>; DAA-Career

<<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley

< Carpenter. Wesley@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Hunt, Loretta

< Hunt. Loretta@epa.gov>

Subject: Freeze of Targeted V/V Positions

OPM's VERA <u>guidance</u> requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

#### Message

From: Burbach, Joseph [burbach.joseph@epa.gov]

**Sent**: 6/26/2017 1:03:17 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: OHR 2017 VERA/VSIP Population

Ready when you are.

#### Joseph Burbach

Senior Advisor Office of Human Resources U.S. Environmental Protection Agency (202) 564-7783

From: Carpenter, Wesley

Sent: Monday, June 26, 2017 8:44 AM

Subject: RE: OHR 2017 VERA/VSIP Population

Thanks, Joe. When you get a moment, I want to discuss.

Wes

From: Burbach, Joseph

Sent: Monday, June 26, 2017 8:33 AM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: OHR 2017 VERA/VSIP Population

FYI ----

For discussion and planning purposes, attached lists OHR staff targeted for VERA/VSIP offers (limited to series 2210, 301, 303, 326 and 343).

Table identifies total and max offers by series as well as employee's VERA and VSIP eligibility. Note several staff are already retirement eligible (shown as N/A in VERA eligible).

For planning purposes, beyond staff who may accept VERA/VSIP offer, OHR has a number of staff in other series (e.g., 201) that are currently retirement eligible.

## Ex. 5 - Deliberative Process

### Joseph Burbach

Senior Advisor Office of Human Resources U.S. Environmental Protection Agency (202) 564-7783 To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Showman, John

**Sent:** Tue 8/8/2017 12:49:52 PM

Subject: RE: HQs Off-boarding - Second One Stop Day Added

I asked BJ this morning if the application system had any projected departure date – he's checking so if I get anything I will forward to you.

From: Carpenter, Wesley

Sent: Tuesday, August 08, 2017 8:45 AM

To: Showman, John < Showman.John@epa.gov>

Subject: RE: HQs Off-boarding - Second One Stop Day Added

John:

Good morning. We picked those dates to provide an event in each of the last two weeks of August when most employees do not take their compressed day (Monday or Friday). We also wanted to provide departing employees and their managers a couple of days after the event to tie up any loose ends related to the transition. I do not know the specific numbers of departing HQs employees, but I asked David to discuss with Lynnann so we could obtain that information from the HR SSCs. Please let me know if you have any other questions or want to discuss further. Thanks.

Wes

From: Showman, John

Sent: Tuesday, August 08, 2017 8:08 AM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov >

Subject: RE: HQs Off-boarding - Second One Stop Day Added

Curious about why those dates were selected? Do we have any info from the SSC related to when most will leave? I was thinking CSRS employees would probably stay until around 8/31 or 9/1?

From: Carpenter, Wesley

Sent: Monday, August 07, 2017 5:04 PM

**To:** Vizian, Donna < <u>Vizian.Donna@epa.gov</u>>; Showman, John < <u>Showman.John@epa.gov</u>> **Cc:** Gray, Linda < <u>gray.linda@epa.gov</u>>; Hitchens, Lynnann < <u>hitchens.lynnann@epa.gov</u>>; Noga, Vaughn < <u>Noga.Vaughn@EPA.GOV</u>>; Petrole, Maryann < <u>Petrole.Maryann@epa.gov</u>>; Hardy, Michael < <u>Hardy.Michael@epa.gov</u>>; Jablonski, Janice < <u>jablonski.janice@epa.gov</u>>;

Cooper, Marian < Cooper. Marian @epa.gov >; Ack, David < Ack. David @epa.gov >

Subject: FW: HQs Off-boarding - Second One Stop Day Added

Importance: High

Donna/John:

As a follow-up to our discussion at last week's HR meeting, we are planning on having two HQs off-boarding days – August 23 and 30 – for the employees departing the agency as part of the latest VERA/VSIP. Please let me know if you have any questions. Thanks.

Wes

From: Ack, David

Sent: Monday, August 07, 2017 11:57 AM

**To:** Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>; Jefferson, Gayle <<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane <<u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis <<u>Cunningham.Dennis@epa.gov</u>>; Mobashar, Mutahara <<u>mobashar.mutahara@epa.gov</u>>;

Hardy, Michael < Hardy. Michael @epa.gov>

Cc: OARM Directors < OARM Directors@epa.gov>

Subject: Second One Stop Day Added

Importance: High

All,

After receiving some feedback and recommendations, OARM has added a second all-day one stop employee separation event for Wednesday, August 30, 2017. Time is 8:00-5:30pm and I am in the process of securing a location. If your office has a suitable space, please reserve it and let me know, I would appreciate it. We will again need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority to sign are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://hrpayhelp@epa.gov">hrpayhelp@epa.gov</a> to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd\_travel@epa gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to <a href="mailto:ack.david@epa.gov">ack.david@epa.gov</a> by <a href="mailto:COB Friday">COB Friday</a>, <a href="mailto:August 18th]</a>.

There will be a meeting on Tuesday, August 22 at 9:00am in the WJCS 2138 for all participants for the One Stop events. This meeting should last no more than 30 minutes to discuss the procedures for the One Stop days.

Regards,

### David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy ( C )

<sup>&</sup>quot;A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Helm, Arron[Helm.Arron@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov] **From:** Showman, John

**Sent:** Tue 6/6/2017 8:32:17 PM

Subject: RE: Freeze of Targeted V/V Positions

So.. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 3:28 PM

**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov> **Cc:** Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary

<parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

Donna/John,

## Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Showman, John

**Sent:** Tuesday, June 06, 2017 2:39 PM

**To:** Vizian, Donna <a href="Vizian.Donna@epa.gov"> ; Hunt, Loretta <a href="Hunt.Loretta@epa.gov"> ; Carpenter, Linda <a href="Hunt.Loretta@epa.gov"> ; Carpenter, Loretta@epa.gov</a> ; Carpenter, Wesley <a href="Hunt.Loretta@epa.gov"> ; Carpenter, Loretta@epa.gov</a> ; Carpenter, Wesley <a href="Hunt.Loretta@epa.gov"> ; Carpenter, Loretta@epa.gov</a> ; Parker, Gary

<parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

That was my thoughts -

Ex. 5 - Deliberative Process

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 2:37 PM

**To:** Hunt, Loretta < <a href="https://doi.org/10.2007/10.2007/">Hunt, Loretta <a href="https://doi.org/10.2007/">Hunt, Loretta <a href

**Subject:** RE: Freeze of Targeted V/V Positions

#### Ex. 5 - Deliberative Process

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 1:02 PM

**To:** Vizian, Donna < <u>Vizian.Donna@epa.gov</u>>; Showman, John < <u>Showman.John@epa.gov</u>> **Cc:** Helm, Arron < <u>Helm.Arron@epa.gov</u>>; Gray, Linda < <u>gray.linda@epa.gov</u>>; Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>; Parker, Gary < parker.gary@epa.gov>

Subject: FW: Freeze of Targeted V/V Positions

Donna,

We're getting follow-up questions to your initial message as orgs want to know if this includes details, temp. promotions, etc.

# Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

Sent: Tuesday, June 06, 2017 11:26 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

**Subject:** FW: Freeze of Targeted V/V Positions

Hi Loretta,

# Ex. 5 - Deliberative Process

Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Thomas, Deb

**Sent:** Tuesday, June 6, 2017 8:41 AM

**To:** Bohan, Suzanne <a href="mailto:suzanne@epa.gov"> bohan.suzanne@epa.gov"> Fowler, Joshua <a href="mailto:Sowler.Joshua@epa.gov"> Fowler, Joshua@epa.gov</a>; Kortuem, Patrice <a href="mailto:Kortuem.Patrice@epa.gov"> Stephanie <a href="mailto:Stephanie@epa.gov"> Stephanie@epa.gov</a>; Bielenberg, Ben <a href="mailto:Bielenberg.Ben@epa.gov"> Bielenberg.Ben@epa.gov</a>

Subject: FW: Freeze of Targeted V/V Positions

FYI

From: Vizian, Donna

**Sent:** Tuesday, June 06, 2017 8:39 AM

**To:** 2017HQfirstassistants < 2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>; ARA <<u>ARA@epa.gov</u>>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Freeze of Targeted V/V Positions

OPM's VERA <u>guidance</u> requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations,



To: Helm, Arron[Helm.Arron@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]

**Cc:** Showman, John[Showman.John@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov] **From:** Hunt, Loretta

**Sent:** Tue 6/6/2017 8:32:04 PM

Subject: RE: Freeze of Targeted V/V Positions

What about this:

## Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Helm, Arron

Sent: Tuesday, June 06, 2017 3:39 PM

**To:** Vizian, Donna < Vizian. Donna @epa.gov>

**Cc:** Hunt, Loretta < Hunt.Loretta@epa.gov>; Showman, John < Showman.John@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Carpenter, Wesley < Carpenter.Wesley@epa.gov>; Hart, Debbi

<Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

**Subject:** Re: Freeze of Targeted V/V Positions

### Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 6, 2017, at 3:37 PM, Vizian, Donna < Vizian. Donna@epa.gov > wrote:

## Ex. 5 - Deliberative Process

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 3:28 PM

To: Showman, John <Showman.John@epa.gov>; Vizian, Donna

<Vizian.Donna@epa.gov>

**Cc:** Helm, Arron < Helm.Arron@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley < Carpenter.Wesley@epa.gov >; Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary

<parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

Donna/John,

## Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Showman, John

**Sent:** Tuesday, June 06, 2017 2:39 PM

**To:** Vizian, Donna <a href="Vizian.Donna@epa.gov">; Hunt, Loretta <a href="Hunt.Loretta@epa.gov">; Carpenter, Linda <a href="Hunt.Loretta@epa.gov">; Carpenter, Linda <a href="Hunt.Loretta@epa.gov">; Carpenter, Carpenter, Wesley <a href="Hunt.Loretta@epa.gov">; Carpenter, Linda <a href="Hunt.Loretta@epa.gov">; Carpenter, Carpenter, Wesley@epa.gov">; Parker, Gary</a> (Parker, Gary)

<parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

That was my thoughts -

### Ex. 5 - Deliberative Process

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**Subject:** RE: Freeze of Targeted V/V Positions

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**Cc:** Helm, Arron < Helm.Arron@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley < Carpenter.Wesley@epa.gov >; Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

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Policy and Accountability Branch

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U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

Sent: Tuesday, June 06, 2017 11:26 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

**Subject:** FW: Freeze of Targeted V/V Positions

Hi Loretta,

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Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Thomas, Deb

**Sent:** Tuesday, June 6, 2017 8:41 AM

To: Bohan, Suzanne < bohan.suzanne@epa.gov >; Fowler, Joshua

< Fowler.Joshua@epa.gov >; Kortuem, Patrice < Kortuem.Patrice@epa.gov >; Buhl, Rick

< Buhl.Rick@epa.gov >; Vuong, Stephanie < Vuong.Stephanie@epa.gov >; Bielenberg, Ben

<Bielenberg.Ben@epa.gov>

**Subject:** FW: Freeze of Targeted V/V Positions

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<2017Regionfirstassistants@epa.gov>; ARA <<u>ARA@epa.gov</u>>; DAA-Career

<<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Hunt, Loretta

< Hunt. Loretta@epa.gov>

Subject: Freeze of Targeted V/V Positions

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Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Showman, John[Showman.John@epa.gov]; Gray,

Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]

From: Helm, Arron

**Sent:** Tue 6/6/2017 7:39:11 PM

Subject: Re: Freeze of Targeted V/V Positions

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Subject: RE: Freeze of Targeted V/V Positions

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## Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

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U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

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Subject: RE: Freeze of Targeted V/V Positions

That was my thoughts – Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

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**Sent:** Tuesday, June 06, 2017 2:37 PM

**To:** Hunt, Loretta < <a href="https://example.com/Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov</a>; Showman, John < <a href="https://example.com/Showman.John@epa.gov">Showman.John@epa.gov</a>; Carpenter, Helm, Arron@epa.gov</a>; Gray, Linda <a href="https://example.com/Showman.John@epa.gov">Gray, Carpenter</a>, Wesley <a href="https://example.com/Showman.John@epa.gov">Carpenter</a>, Wesley <a href="https://example.com/Showman.John@epa.gov">Gray, Linda <a href="https://example.com/Showman.John@epa.gov">Gray, Linda <a href="https://example.com/Showman.John@epa.gov">Gray, Linda <a href="https://example.com/Showman.John@epa.gov">Gray, Carpenter</a>, Wesley <a href="https://example.com/Showman.John@epa.gov">Gray, Carpenter</a>, Parker, Gary

<parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

### Ex. 5 - Deliberative Process

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 1:02 PM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Showman, John

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**Cc:** Helm, Arron < <a href="mailto:Helm.Arron@epa.gov">Helm.Arron@epa.gov">Helm.Arron@epa.gov</a>; Gray, Linda < <a href="mailto:qray.linda@epa.gov">qray.linda@epa.gov</a>; Carpenter, Wesley <a href="mailto:Lebbi@epa.gov">Parker, Gary</a> <a href="mailto:Lebbi@epa.gov">Lebbi@epa.gov</a>; Parker, Gary</a> <a href="mailto:Lebbi@epa.gov">Parker, Gary</a> <a href="mailto:Lebbi@epa.gov">Parker, Gary</a> <a href="mailto:Lebbi@epa.gov">Lebbi@epa.gov</a> <a href="mailto:Lebbi@epa.gov">Parker, Gary</a> <a href="mailto:Lebbi@epa.gov">Lebbi@epa.gov</a> <a href="mailto:Lebbi@epa.gov">Leb

Subject: FW: Freeze of Targeted V/V Positions

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## **Ex. 5 - Deliberative Process**

### Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

**Sent:** Tuesday, June 06, 2017 11:26 AM **To:** Hunt, Loretta < Hunt, Loretta@epa.gov >

Cc: Hart, Debbi < Hart. Debbi@epa.gov >

Subject: FW: Freeze of Targeted V/V Positions

Hi Loretta,

## Ex. 5 - Deliberative Process

Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Thomas, Deb

**Sent:** Tuesday, June 6, 2017 8:41 AM

**To:** Bohan, Suzanne < bohan.suzanne@epa.gov >; Fowler, Joshua

< Fowler.Joshua@epa.gov >; Kortuem, Patrice < Kortuem.Patrice@epa.gov >; Buhl, Rick < Buhl.Rick@epa.gov >; Vuong, Stephanie < Vuong.Stephanie@epa.gov >; Bielenberg, Ben

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Subject: FW: Freeze of Targeted V/V Positions

**FYI** 

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Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley

<a href="mailto:</a> <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Gray, Linda <a href="mailto:Gray.linda@epa.gov">Gray.linda@epa.gov</a>; Hunt, Loretta

< Hunt. Loretta@epa.gov>

**Subject:** Freeze of Targeted V/V Positions

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To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Showman, John[Showman.John@epa.gov] Cc: Helm, Arron[Helm.Arron@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov]
From: Vizian. Donna

**Sent:** Tue 6/6/2017 7:37:41 PM

Subject: RE: Freeze of Targeted V/V Positions

## Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 3:28 PM

**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov> **Cc:** Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary

<parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

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## Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Showman, John

Sent: Tuesday, June 06, 2017 2:39 PM

**To:** Vizian, Donna <a href="Vizian.Donna@epa.gov">Vizian.Donna@epa.gov">Vizian, Loretta <a href="Hunt.Loretta@epa.gov">Hunt, Loretta <a href="Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov">Hunt, Loretta@epa.gov<> Carpenter, Carpente

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Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks.

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Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

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To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

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Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Carpenter, Wesley < Carpenter. Wesley @epa.gov>;

Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

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Donna/John,

# Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process Thanks.

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**Sent:** Tuesday, June 6, 2017 8:41 AM

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Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >;

Gray, Linda <a href="mailto:square">gray.linda@epa.gov</a>; Hunt, Loretta <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov</a>>

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Cc: Helm, Arron[Helm.Arron@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov]
From: Showman, John

**Sent:** Tue 6/6/2017 6:38:38 PM

**Subject:** RE: Freeze of Targeted V/V Positions

That was my thoughts Ex. 5 - Deliberative Process

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From: Vizian, Donna

**Sent:** Tuesday, June 06, 2017 2:37 PM

**To:** Hunt, Loretta <hunt.Loretta@epa.gov>; Showman, John <hoose Showman.John@epa.gov> **Cc:** Helm, Arron <he color="text-align: center;">Helm.Arron@epa.gov>; Gray, Linda <he color="text-align: center;">gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <he color="text-align: center;">Hart.Debbi@epa.gov>; Parker, Gary</he>

<parker.gary@epa.gov>

**Subject:** RE: Freeze of Targeted V/V Positions

### Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 1:02 PM

**To:** Vizian, Donna < <u>Vizian.Donna@epa.gov</u>>; Showman, John < <u>Showman.John@epa.gov</u>> **Cc:** Helm, Arron < <u>Helm.Arron@epa.gov</u>>; Gray, Linda < <u>gray.linda@epa.gov</u>>; Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>>; Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>; Parker, Gary < parker.gary@epa.gov>

Subject: FW: Freeze of Targeted V/V Positions

Donna,

We're getting follow-up questions to your initial message as orgs want to know if this includes details, temp. promotions, etc.

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

Sent: Tuesday, June 06, 2017 11:26 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

Subject: FW: Freeze of Targeted V/V Positions

Hi Loretta,

# Ex. 5 - Deliberative Process

Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy  $(\operatorname{cell})$ 

From: Thomas, Deb

**Sent:** Tuesday, June 6, 2017 8:41 AM

**To:** Bohan, Suzanne <a href="mailto:shua@epa.gov"> howler, Joshua@epa.gov"> howler, Joshua@epa.gov</a>; Kortuem, Patrice <a href="mailto:Kortuem.Patrice@epa.gov"> howler, Joshua@epa.gov</a>; Kortuem, Patrice <a href="mailto:Kortuem.Patrice@epa.gov"> howler, Joshua@epa.gov</a>; Buhl, Rick <a href="mailto:Buhl.Rick@epa.gov"> howler, Joshua@epa.gov</a>; Vuong, Stephanie <a href="mailto:Stephanie@epa.gov"> howler, Joshua@epa.gov</a>; Vuong, Stephanie <a href="mailto:Stephanie@epa.gov"> howler, Joshua@epa.gov</a>; Vuong, Stephanie <a href="mailto:Stephanie@epa.gov"> howler, Joshua@epa.gov</a>; Buhl, Rick <a href="mailto:Buhl.Rick@epa.gov"> howler, Joshua@epa.gov</a>; Vuong, Stephanie <a href="mailto:Stephanie@epa.gov"> howler, Joshua@epa.gov</a>; Bielenberg, Ben <a href="mailto:Bielenberg,Ben@epa.gov"> howler, Joshua@epa.gov</a>; Bielenberg, Ben@epa.gov</a>;

Subject: FW: Freeze of Targeted V/V Positions

FYI

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 8:39 AM

**To:** 2017HQfirstassistants < 2017HQfirstassistants@epa.gov >; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>; ARA <<u>ARA@epa.gov</u>>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >;

Gray, Linda <a href="mailto:square">gray.linda@epa.gov">gray.linda@epa.gov</a>>; Hunt, Loretta <a href="mailto:Hunt.Loretta@epa.gov">Hunt, Loretta@epa.gov</a>>

**Subject:** Freeze of Targeted V/V Positions

OPM's VERA <u>guidance</u> requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Showman, John

**Sent:** Tue 8/8/2017 12:07:45 PM

Subject: RE: HQs Off-boarding - Second One Stop Day Added

## Ex. 5 - Deliberative Process

From: Carpenter, Wesley

Sent: Monday, August 07, 2017 5:04 PM

**To:** Vizian, Donna <a href="Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>; Showman, John <a href="Showman.John@epa.gov">Showman.John@epa.gov</a>; Cc: Gray, Linda <a href="Sgray.linda@epa.gov">Sgray.linda@epa.gov</a>; Hitchens, Lynnann <a href="https://hitchens.lynnann@epa.gov">https://hitchens.lynnann@epa.gov</a>; Noga, Vaughn <a href="Noga.Vaughn@EPA.GOV">Noga.Vaughn@EPA.GOV</a>; Petrole, Maryann <a href="Maryann@epa.gov">Petrole.Maryann@epa.gov</a>; Hardy, Michael <a href="Hardy.Michael@epa.gov">Hardy.Michael@epa.gov</a>; Jablonski, Janice <a href="jablonski.janice@epa.gov">jablonski.janice@epa.gov</a>;

Cooper, Marian < Cooper. Marian @epa.gov>; Ack, David < Ack. David @epa.gov>

Subject: FW: HQs Off-boarding - Second One Stop Day Added

Importance: High

Donna/John:

As a follow-up to our discussion at last week's HR meeting, we are planning on having two HQs off-boarding days – August 23 and 30 – for the employees departing the agency as part of the latest VERA/VSIP. Please let me know if you have any questions. Thanks.

Wes

From: Ack, David

**Sent:** Monday, August 07, 2017 11:57 AM

**To:** Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>; Jefferson, Gayle <<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane <<u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis <<u>Cunningham.Dennis@epa.gov</u>>; Mobashar, Mutahara <<u>mobashar.mutahara@epa.gov</u>>;

Hardy, Michael < Hardy. Michael @epa.gov >

Cc: OARM Directors < OARM Directors@epa.gov>

Subject: Second One Stop Day Added

Importance: High

All,

After receiving some feedback and recommendations, OARM has added a second all-day one stop employee separation event for Wednesday, August 30, 2017. Time is 8:00-5:30pm and I am in the process of securing a location. If your office has a suitable space, please reserve it and let me know, I would appreciate it. We will again need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority to sign are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to <a href="https://hrpayhelp@epa.gov">hrpayhelp@epa.gov</a> to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd travel@epa.gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to <a href="mailto:ack.david@epa.gov">ack.david@epa.gov</a> by <a href="mailto:COB Friday">COB Friday</a>, <a href="mailto:August 18th">August 18th</a>.

There will be a meeting on Tuesday, August 22 at 9:00am in the WJCS 2138 for all participants for the One Stop events. This meeting should last no more than 30 minutes to discuss the procedures for the One Stop days.

Regards,

## David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate
Office of Administration and Resources Management
Office of Resources, Operations and Management I/O
U.S. Environmental Protection Agency WJCN 3353H
1200 Pennsylvania Avenue NW
Washington, DC 20460

202-564-2885 ( o )

Ex. 6 - Personal Privacy (C)

<sup>&</sup>quot;A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

From: Hart, Debbi

**Sent:** Fri 6/23/2017 2:59:40 PM

Subject: FW: VERA/VSIP Overview Training

VV Webinar Flyer 2017.docx



Please see below -- an example where greater reciprocation in terms of sharing information would be appreciated.

From: Hart, Debbi

Sent: Friday, June 23, 2017 9:51 AM

**To:** Bonner, Jerome <Bonner.Jerome@epa.gov> **Subject:** FW: VERA/VSIP Overview Training

Hello Jerome—good to see you yesterday. Is below part of your communication strategy? Will there be more (and if so can you please copy me when you send out)? Thanks in advance. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Jablonski, Janice

Sent: Friday, June 23, 2017 8:01 AM
To: OARM-ALL < OARMALL@epa.gov >
Subject: FW: VERA/VSIP Overview Training

Please see the information below and attached regarding information sessions on VERA/VSIP. I hope everyone will be able to attend one of these sessions.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (Cell)

From: Bonner, Jerome

**Sent:** Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura < Milton. Laura@epa.gov >; Smith, Susan < Smith. Susan@epa.gov >; Jablonski, Janice < jablonski.janice@epa.gov >; Fowler, Joshua < Fowler. Joshua@epa.gov >; Price, Patricia

<price.patricia@epa.gov>; Hill, Troy <<u>Hill.Troy@epa.gov</u>>; Breneman, Sara

<bre><bre>depa.gov>

**Cc:** Badalamente, Mark < <u>Badalamente.Mark@epa.gov</u>>; Hitchens, Lynnann

<a href="mailto:shift: square;">hitchens.lynnann@epa.gov</a>; Buhl, Rick < Buhl.Rick@epa.gov</a>; Sanders, Amy

<<u>Sanders.Amy@epa.gov</u>>; Brincks, Mike <<u>brincks.mike@epa.gov</u>>; McDonald, James

<McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick

< Carter.Rick@epa.gov>; Scola, Jennifer < Scola.Jennifer@epa.gov>; Mairose, Sue

<Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie

<young.debbie@epa.gov>; Mick, David < Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP

training now posted and available: <a href="http://intranet.epa.gov/policy/buyouts/">http://intranet.epa.gov/policy/buyouts/</a>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

## **Teleconference Information:**

•□□□□□□□ Conference Call:	Ex. 6 - Personal Privacy
• Access Code: Ex.	6 - Personal Privacy

## **Adobe Connect Information**:

URL is: <a href="http://epawebconferencing.acms.com/cinbenefits/">http://epawebconferencing.acms.com/cinbenefits/</a>

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at <a href="mairose.sue@epa.gov">mairose.sue@epa.gov</a> after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

**CONFIDENTIALITY**: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Ack, David[Ack.David@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Jablonski, Janice

**Sent:** Tue 8/8/2017 10:36:12 AM

Subject: FW: HQs Off-boarding - Second One Stop Day Added

Thanks.

From: Carpenter, Wesley

Sent: Monday, August 7, 2017 5:04 PM

**To:** Vizian, Donna <a href="Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>; Showman, John <a href="Showman.John@epa.gov">Showman.John@epa.gov</a>; Cc: Gray, Linda <a href="Sgray.linda@epa.gov">Sgray.linda@epa.gov</a>; Hitchens, Lynnann <a href="https://hitchens.lynnann@epa.gov">https://hitchens.lynnann@epa.gov</a>; Noga, Vaughn <a href="Noga.Vaughn@EPA.GOV">Noga.Vaughn@EPA.GOV</a>; Petrole, Maryann <a href="Maryann@epa.gov">Petrole.Maryann@epa.gov</a>; Hardy, Michael <a href="Hardy.Michael@epa.gov">Hardy.Michael@epa.gov</a>; Jablonski, Janice <a href="jablonski.janice@epa.gov">jablonski.janice@epa.gov</a>;

Cooper, Marian < Cooper. Marian @epa.gov>; Ack, David < Ack. David @epa.gov>

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Importance: High

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**To:** Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>; Jefferson, Gayle <<u>Jefferson.Gayle@epa.gov</u>>; Cox, Andrew <<u>Cox.Andrew@epa.gov</u>>; Kelty, Diane <<u>Kelty.Diane@epa.gov</u>>; Cunningham, Dennis <<u>Cunningham.Dennis@epa.gov</u>>; Mobashar, Mutahara <<u>mobashar.mutahara@epa.gov</u>>;

Hardy, Michael < Hardy. Michael @epa.gov>

Cc: OARM Directors < OARM Directors@epa.gov>

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Regards,

## David B. Ack, MPA

**Business Process Improvement Coordinator** 

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management
Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy ( C )

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To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Showman, John[Showman.John@epa.gov] Cc: Helm, Arron[Helm.Arron@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov] **From:** Vizian, Donna

**Sent:** Tue 6/6/2017 6:37:10 PM

Subject: RE: Freeze of Targeted V/V Positions

#### Ex. 5 - Deliberative Process

From: Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 1:02 PM

**To:** Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov> **Cc:** Helm, Arron < Helm. Arron@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary

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Ex. 5 - Deliberative Process Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Fowler, Joshua

Sent: Tuesday, June 06, 2017 11:26 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >
Cc: Hart, Debbi < Hart.Debbi@epa.gov >

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Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Thomas, Deb

Sent: Tuesday, June 6, 2017 8:41 AM

**To:** Bohan, Suzanne < bohan.suzanne@epa.gov >; Fowler, Joshua < Fowler.Joshua@epa.gov >;

Kortuem, Patrice < Kortuem. Patrice@epa.gov >; Buhl, Rick < Buhl. Rick@epa.gov >; Vuong, Stephanie < Vuong. Stephanie@epa.gov >; Bielenberg, Ben < Bielenberg. Ben@epa.gov > Subject: FW: Freeze of Targeted V/V Positions

FYI

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<DAACareer@epa.gov>; DRA <DRA@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

**Subject:** Freeze of Targeted V/V Positions

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Cc: Helm, Arron[Helm.Arron@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Parker,

Gary[parker.gary@epa.gov]
From: Hunt, Loretta

**Sent:** Tue 6/6/2017 5:01:41 PM

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Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

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Hi Loretta,

# Ex. 5 - Deliberative Process

Josh Fowler

**Human Resources Officer** 

**EPA Region 8** 

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Thomas, Deb

**Sent:** Tuesday, June 6, 2017 8:41 AM

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<<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

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To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Sisson, Ann[Sisson.Ann@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Moore, Bobby[Moore.Bobby@epa.gov]; Shepherd, Jackie[Shepherd.Jackie@epa.gov] Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Engebretson, Cc: Lizabeth[Engebretson.Lizabeth@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov] From: Petrole, Maryann Sent: Mon 8/7/2017 5:30:26 PM Subject: Updated White Paper White paper parking.8.7.17.docx All, Ex. 5 - Deliberative Process did that. I would like to get this in front of Donna next week if possible. Your comments and insight are most appreciated. Maryann Maryann Petrole, Deputy Director Office of Administration EPA/OARM/OA WJC-North, 5340-X 202-564-4938 (work) Ex. 6 - Personal Privacy (Cell)

To: OARM-ALL[OARMALL@epa.gov]

From: Jablonski, Janice

**Sent:** Fri 6/23/2017 12:00:38 PM

Subject: FW: VERA/VSIP Overview Training

VV Webinar Flyer 2017.docx



Please see the information below and attached regarding information sessions on VERA/VSIP. I hope everyone will be able to attend one of these sessions.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

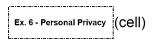
Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922



From: Bonner, Jerome

Sent: Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski,janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara

<bre>cbreneman.sara@epa.gov>

Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Hitchens, Lynnann

<a href="mailto:shift: child;"><hitchens.lynnann@epa.gov>; Buhl, Rick < Buhl.Rick@epa.gov>; Sanders, Amy</a>

<Sanders.Amy@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; McDonald, James

<McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick

<Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Mairose, Sue

<Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie

<young.debbie@epa.gov>; Mick, David <Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <a href="http://intranet.epa.gov/policy/buyouts/">http://intranet.epa.gov/policy/buyouts/</a>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

## **Teleconference Information**:

Conference Call: Ex. 6 - Personal Privacy
 Access Code: Ex. 6 - Personal Privacy

## **Adobe Connect Information:**

URL is: <a href="http://epawebconferencing.acms.com/cinbenefits/">http://epawebconferencing.acms.com/cinbenefits/</a>

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at <a href="mairose.sue@epa.gov">mairose.sue@epa.gov</a> after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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#### Message

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 6/6/2017 2:38:32 PM

To: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants

[2017Regionfirstassistants@epa.gov]; ARA [ARA@epa.gov]; DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

**Subject**: Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

From: Foster, Simona

Location: DCRoom-5340AN-ConferenceRoom-A

Importance: High

Subject: OHR Managers w. J Bonner and Liz Engebretson Conference Call Line Ex. 6 - Personal Privacy

Ex.6-Personal Privacy

Conference code Ex.6-Personal Privacy

**Start Date/Time:** Thur 6/22/2017 2:30:00 PM Thur 6/22/2017 3:30:00 PM

Meeting begins at 10:30am

Conference Call Line: Ex. 6 - Personal Privacy Conference code Dec. 6 - Personal Privacy Jerome Bonner would like to meet with OHR managers to discuss the following topics:

- Competitive Areas
- Competitive Levels
- HR Policy Agenda
- ITD Strategic Plans/Initiative/Project Plans/Communication
- PSB Security Data
- Drug Free Workplace/NEO/In-processing
- Schedule A / Database-Portal
- VERA/VSIP
- OHR Future Initiatives and SSC's role

He does not anticipate that all topics will need to be addressed.

**WB** 

#### Message

From: Schreefer, Kenneth [Schreefer.Kenneth@epa.gov]

**Sent**: 6/6/2017 2:11:46 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: FW: TIME CHANGE for Thursday, June 8, 2017 HR Community Call Meeting

Wes -

See below. I know everyone wants more info, but are we at a point yet where there is more to tell?

Kenneth W. Schreefer

Office of Human Resources Policy, Planning, and Training Division Immediate Office

Telephone: 202-564-4319

Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: McManus, Catharine

**Sent:** Tuesday, June 06, 2017 10:08 AM

To: Schreefer, Kenneth < Schreefer. Kenneth@epa.gov>

Subject: RE: TIME CHANGE for Thursday, June 8, 2017 HR Community Call Meeting

#### Kenneth-

It would be good to have more information from the SSC about how they anticipate VERA/VSIP processes working and what will be expected from the Regions and Programs.

From: Schreefer, Kenneth

Sent: Tuesday, June 06, 2017 10:05 AM

To: Acquisti, Heidi <Acquisti.Heidi@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Allen, Reginald

<a href="mailto:</a></a>, Allen, Tania <a href="mailto:Allen.Tania@epa.gov">, Anthony, Sherri <a href="mailto:Anthony.Sherri@epa.gov">, Atkinson, Allen.Tania@epa.gov</a>, Atkinson, Allen.Tania@epa.gov</a>, Atkinson, Allen.Tania@epa.gov</a>

Ryan < Atkinson. Ryan@epa.gov>; Baez, Julissa < baez. julissa@epa.gov>; Bailey, Lydia < bailey. Jydia@epa.gov>; Bailey,

Rhonda <Bailey.Rhonda@epa.gov>; Barber, Anthony <Barber, Anthony@epa.gov>; Baumgarten, Marion

<baumgarten.marion@epa.gov>; Benoit, Peggy Ann <Benoit.Peggy@epa.gov>; Bonner, Jerome

<Bonner.Jerome@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>; Branch, Rebecca <Branch.Rebecca@epa.gov>;

Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Brown, Rohn

<brown.rohn@epa.gov>; Brown, Wendy <brown.wendy@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>;

Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Burt, Cynthia <Burt, Cynthia@epa.gov>; Butler, Lorraine

<Butler.Lorraine@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Pamela

<<u>Carter.Pamela@epa.gov</u>>; Castaneda, John <<u>castaneda.john@epa.gov</u>>; Cherry, Katrina <<u>Cherry.Katrina@epa.gov</u>>;

Christian, Pamela < Christian. Pamela@epa.gov>; Church, Stacey < Church. Stacey@epa.gov>; Collier, Darrel

<collier.darrel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa

<cunningham.bisa@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Cutrona, Jennifer

<jennifer.cutrona@csra.com>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>;

Alexandra.deSibour@csra.com; Drummond, Shawn < Drummond.Shawn@epa.gov>; Dubbs, Kimberly

<Dubbs.Kimberly@epa.gov>; Dunbar, Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia

<embry.euleashia@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Erickson, Amber

<<u>Erickson.Amber@epa.gov</u>>; Feeley, James <<u>Feeley.James@epa.gov</u>>; Fowler, Joshua <<u>Fowler.Joshua@epa.gov</u>>; Fraser, Scott <Fraser.Scott@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate < Graf. Kate@epa.gov>; Graubard, Sophia < Graubard. Sophia@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Gray, Richard <<u>Gray.Richard@epa.gov</u>>; Gueriguian, Leo <<u>Gueriguian.Leo@epa.gov</u>>; Gutshall, Renee <<u>Gutshall.Renee@epa.gov</u>>; Hart, Debbi < Hart.Debbi@epa.gov>; Harvard, Stephanie < Harvard.Stephanie@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Jefferies, Alan <Jefferies.Alan@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Johnson, StacyD < <u>Johnson.StacyD@epa.gov</u>>; Jones, Laura < <u>Jones.Laura@epa.gov</u>>; Kaplan, Heidi <Kaplan.Heidi@epa.gov>; Kavanagh, Erica <kavanagh.erica@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Kemp, Lachala <Kemp, Lachala@epa.gov>; Kitamura, Louise <Kitamura, Louise@epa.gov>; Kloc, Daniel <kloc.daniel@epa.gov>; Kutzke, Julie <Kutzke Julie@epa.gov>; Lane, Vicki <Lane Vicki@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Andrea <Lee. Andrea@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Margolies, Jennifer <Margolies.Jennifer@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Mcclendon, Michelle <McClendon.Michelle@epa.gov>; McKnight, Giovanna <McKnight.Giovanna@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Mick, David <Mick.David@epa.gov>; Miles, Ramona <Miles.Ramona@epa.gov>; Milton, Laura < Milton. Laura@epa.gov>; Monroe, Scott < Monroe. Scott@epa.gov>; Moore, Bobby < Moore. Bobby@epa.gov>; Moore, Gina < Moore. Gina @EPA.GOV>; Nero, Yolanda < Nero. Yolanda @epa.gov>; Ng, Geoffrey < Ng.Geoffrey @epa.gov>; Nieves, Michael < Nieves. Michael@epa.gov>; Ocampo, William < Ocampo. William@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Peters, Dana < Peters. Dana@epa.gov>; Poulson, Benjamin < Poulson. Benjamin@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Rubel, Robert < Rubel. Robert@epa.gov>; Ryans, Denise < Ryans. Denise@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Shanahan, Katherine <<u>Shanahan.Katherine@epa.gov</u>>; Shepherd, Jackie <<u>Shepherd.Jackie@epa.gov</u>>; Smith, Susan <Smith.Susan@epa.gov>; Smith, Veronica <Smith.Veronica@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-</p> Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Storm, Derrick <storm.derrick@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylorsmith.chonette@epa.gov>; Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Tillmon, Sheneka <tillmon.sheneka@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Weller, Gregory <weller.gregory@epa.gov>; White, Tracy <White.Tracy@epa.gov>; Williams, Delphine D. < Williams. Delphine@epa.gov>; Willig, Jeanine < willig, jeanine@epa.gov>; Woodard, Cynthia < Woodard. Cynthia@epa.gov>; Wootson, Renee < Wootson. Renee@epa.gov>; Wright, John < wright.john@epa.gov>; Young, Brenda <<u>young.brenda@epa.gov</u>>; Young, Debbie <<u>young.debbie@epa.gov</u>>; Young, Robbie <Young.Robbie@epa.gov>

Subject: TIME CHANGE for Thursday, June 8, 2017 HR Community Call Meeting

Please note that this week's HR Community Call Meeting start time has been moved from 1:30 pm to 2:00 pm EDT Thursday, June 8, 2017.

Currently, there is only one topic on the agenda, Cyber Security Coding. If you have something that you would like to discuss or a topic that you would like OHR to address, please let me know by COB today, Tuesday, June 6, 2017.

The call-in number is Ex. 6 - Personal Privacy and the code is Ex. 6 - Personal Privacy For those of you who can attend in person, the meeting will be held in WJC North Room 5340.

Kenneth W. Schreefer

Office of Human Resources Policy, Planning, and Training Division Immediate Office Telephone: 202-564-4319 Mail Code: 3601M William J. Clinton Building East

Room 1116 C

#### Message

From: Bell, Matthew [Bell.Matthew@epa.gov]

**Sent**: 6/12/2017 7:46:03 PM

To: Amorosi, Joanne [Amorosi.Joanne@epa.gov]; Biro, Susan [Biro.Susan@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Helm,

Arron [Helm.Arron@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lead Judge EAB

[Lead\_Judge\_EAB@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Noga,

Vaughn [Noga.Vaughn@EPA.GOV]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Petrole, Maryann

[Petrole.Maryann@epa.gov]; Polk, Denise [Polk.Denise@epa.gov]; Scola, Jennifer [Scola.Jennifer@epa.gov]

Subject: OARM Weekly Report: Items Request - Due COB Wednesday

Attachments: Office of Administration and Resources Management.weekly 6.8.17.final.docx

#### Good Afternoon,

Please send Marian and me your office's response for this week's OARM report. Each news worthy item should be a short, concise and non-bureaucratic paragraph that fits under the headings below. Please don't filter your perspective responses based on what you think should/shouldn't be included; just submit and we'll filter them.

As a reminder, we submit the reports to both Donna and John for review by noon on Thursday, so please attend to any follow-up questions with that in mind.

#### Headings include:

- Hot Issues (including decisions that need 3<sup>rd</sup> floor attention)
- Upcoming Public Events
- Upcoming Major Decisions
- Last Week Highlights (include "good news" stories...not an "activity" report, please)

Some points the administrator's office noted they've seen in other reports and would like others to incorporate are:

- Include more detail than less detail while still remaining concise
- Identify what actions were taken (if any)
- Establish next steps
- Include any "take away" messages
- Determine whether OARM will need to setup a meeting on a particular topic with the Chief of Staff or others, as appropriate.

It would be helpful if you would also let us know if you have nothing to report.

Thanks in advance for your prompt attention.

Note: For your reference, attached you will find last week's submission.

Sincerely,

#### **Matthew Bell**

Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

# Office of Administration and Resources Management Weekly Report June 8, 2017

Hot Issues

**Space Allocation** 

# Ex. 5 - Deliberative Process

#### **VERA/VISP**

None

The agency is continuing its agency-wide efforts to conduct a VERA/VISP in the coming months in partnership with its labor unions. OARM is in the process of reviewing the program and regional offices VERA/VISIP business cases and will consolidate these into one agency-wide business case which will be submitted to the Office of Personnel Management and the Office of Management and Budget for approval within the next 10 days. Every program and region is participating **Ex. 5 - Deliberative Process** 

# Ex. 5 - Deliberative Process

Next Steps:	Ex. 5 - Deliberative Process
	Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process	OARM is preparing materials that programs and regional offices
can use to communica	ate with their staff on VERA/VSIP.
Upcoming Public Ev	ents
None	
Upcoming Major Dec	cisions
None	
None	
Last Week's Highligh	hts

#### Message

From: Burbach, Joseph [burbach.joseph@epa.gov]

**Sent**: 6/12/2017 7:20:57 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Proposals

Attachments: Restructure Proposals.docx

Wes

### Ex. 5 - Deliberative Process

Providing the attached based on what I

have collected thus far (will update in the morning based on any additional inputs received prior to COB).

Attached includes summary of OHR-specific proposals, some of which may carry over to the agency proposals. For your reference, includes discussion from recent leadership meeting while you were out.

**Thanks** 

#### Joseph Burbach

Senior Advisor Office of Human Resources U.S. Environmental Protection Agency (202) 564-7783 From: Cooper, Marian [Cooper.Marian@epa.gov]

**Sent**: 6/19/2017 11:56:49 AM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: FYI--Draft final V/V submission is now delivered--

#### Can you send me the business case that went over to OPM? Thanks

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



From: Carpenter, Wesley

**Sent:** Friday, June 16, 2017 8:25 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Subject: Re: FYI--Draft final V/V submission is now delivered--

Thanks, Debbi (Loretta, Marvin, Detha, Jason, Gary and Marian). Truly an outstanding team achievement. Well done!!! Enjoy your weekend and get some rest.

Wes

Sent from my iPhone

On Jun 16, 2017, at 7:31 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

It's now 7:30. We had late-breaking changes from R2 and also identified number discrepancies for the AO and R10 during our final QA. Number changes have ripple effects...

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

**HELLO WEEKEND!** 

To: Brown, Wendy[brown.wendy@epa.gov]

Cc: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

From: Hart, Debbi

**Sent:** Tue 6/6/2017 12:48:59 PM

Subject: Re: Division Presentation at All Hands-June

Wendy- I appreciate you are trying

to do your job. I need you to

understand that implementing VERA/VSIP for the agency is my top priority and we are in the very heat of it. This effort will take the majority of my time through most of the summer. Tasks such as presenting what PPTD does to OHR pale in comparison. I've spoken with Linda and Wes about this week's ago and they agreed that some things will have to be back burnered for a while. I think this is one of them. Thanks in advance for your consideration and appreciation of the position I'm in and your understanding. Debbi

Sent from my iPhone

On Jun 6, 2017, at 7:35 AM, Brown, Wendy <a href="mailto:spreamble-brown.wendy@epa.gov">brown.wendy@epa.gov</a> wrote:

Debbi.

DRESD has volunteered. Please be ready to present by late July/August. I will send a reminder when we get closer to selecting a date.

Wendy

From: Hart, Debbi

Sent: Monday, June 05, 2017 4:36 PM

To: Brown, Wendy <brown.wendy@epa.gov>; Cunningham, Bisa

<cunningham.bisa@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Peabody, Hitch

<Peabody.Hitch@epa.gov>

Subject: RE: Division Presentation at All Hands-June

I respectfully request that PPTD be allowed a pass this time around given our heated V/V activities. I know we agreed to present at the next OHR All Hands, but that was before we had the go ahead to move forward on V/V (and the crazy expedited schedule to meet!) If another OHR division kindly volunteers to take our slot I'd be very grateful! Thanks in advance. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Brown, Wendy

Sent: Monday, June 05, 2017 2:08 PM

**To:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>; Cunningham, Bisa < <u>cunningham.bisa@epa.gov</u>>; Moore, Bobby < <u>Moore.Bobby@epa.gov</u>>; Peabody, Hitch < <u>Peabody.Hitch@epa.gov</u>>

Subject: Division Presentation at All Hands-June

Importance: High

All:

Linda wants to schedule the next division to present to OHR this month. I am looking at the following dates to for the next All Hands meeting.

Thursday, June 15th -10-11am

Tuesday, June 20th -9-10am

Thursday, June 22<sup>nd</sup> -9-10am

Which division(s) would like to volunteer for either date?

I need a reply by COB Tuesday. If we do not get any volunteers, your

division may be selected and asked to be ready on either date.

Wendy

Wendy C. Brown

Special Assistant to the Immediate Office

Office of Human Resources

U.S. Environmental Protection Agency

WJC North-5340-L

202-564-0909 office

Ex. 6 - Personal Privacy MObile

Brown.Wendy@epa.gov

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/6/2017 2:00:54 AM

To: Gray, Linda [gray,linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Foster, Simona [foster.simona@epa.gov]; Brown, Wendy

[brown.wendy@epa.gov]

Subject: Re: June Policy Tracker

Ok- thank you both!

Sent from my iPhone

On Jun 5, 2017, at 7:56 PM, Gray, Linda < gray.linda@epa.gov> wrote:

You can cancel the meeting.

Sent from my iPhone

On Jun 5, 2017, at 6:09 PM, Carpenter, Wesley < Carpenter. Wesley @epa.gov > wrote:

Debbi:

Thanks for the heads up. Let me discuss with Linda and follow-up with you in the morning. Thanks.

Wes

Sent from my iPhone

On Jun 5, 2017, at 6:06 PM, Hart, Debbi < Hart. Debbi @epa.gov > wrote:

Wes and Linda-

Please see the attached updated Policy tracker with Loretta's message below describing what has changed. I'm hoping that this info will suffice in terms of getting you guys updated on the status of these policies. We are really jammed up with V/V at the moment and it needs our full focus. Are you guys okay with skipping the meeting tomorrow at 11AM? Please let me know and thanks in advance. Debbi

From: Hunt, Loretta

**Sent:** Monday, June 05, 2017 4:52 PM **To:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>

Subject: June Policy Tracker

VERA/VSIP activities have impacted our ability to work on some of the policies. Detha and Marvin are helping me to review business cases. This impacts the training manual and supervisors over professional staff. I have revised the dates to the end of the FY.

## Ex. 5 - Deliberative Process

The HR Specialist working on remote reporting [s.a. Pennonal Privacy] has been ill and on leave several times over the last 3 weeks. Detha and I are crashing on V/V so I can't reassign at the moment. I've changed completion to the end of the FY.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA Phone: (202) 564-6963

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

<Policy Tracker June 2017.docx>

From: Simon, Nigel [Simon.Nigel@epa.gov]

**Sent**: 6/21/2017 5:47:51 PM

To: Wheeler, Kimberly [Wheeler.Kimberly@epa.gov]; mary\_pletcher@ios.doi.gov; Armstead, John A.

[Armstead.John@epa.gov]; jeff\_underwood@fws.gov; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Thomas, Deb [thomas.debrah@epa.gov]

Subject: Re: DOI CDP ERB Meeting tomorrow

Unfortunately, I will not be in attendance tomorrow because it conflicts with our OLEM All Hands Meeting on VERA/VSIP.

Nigel

Nigel Simon

U.S. Environmental Protection Agency Senior Information Official/Director, Office of Program Management Office of Solid Waste and Emergency Response 1200 Pennsylvania Avenue, NW Mail Code 5103T

Washington, DC 20460 Phone: 202-564-6629

From: Wheeler, Kimberly

Sent: Wednesday, June 21, 2017 10:10:48 AM

To: mary\_pletcher@ios.doi.gov; Armstead, John A.; Simon, Nigel; jeff\_underwood@fws.gov; Carpenter, Wesley; Gray,

Linda; Peabody, Hitch; Thomas, Deb Subject: DOI CDP ERB Meeting tomorrow

Good Morning-

This is a follow-up to make sure everyone will be in attendance or participating in the DOI CDP 2018 ERB Meeting tomorrow. Please respond and let me know whether you will be present in person or by conference call. Thanks.

John Reeder – out of office Hitch Peabody – available Donna Vizian - available Jeff Underwood ? John Armstead ? Mary Pletche r? Nigel Simon ?

Deb Thomas – conflict with schedule – may not be in attendance?

Wes Carpenter – fyi only Linda Gray – fyi only

Kimberly L. Wheeler

Lead Program Specialist/Scheduler for Donna Vizian Alternate Peopleplus Coordinator for OARM Environmental Protection Agency Office of Administration and Resources Management - Immediate Office 1200 Pennsylvania Avenue, Washington, DC 20460

Room: 3330P WJC North Building - Mailcode: 3101A

main: 202.564.4600 | direct: | Ex. 6 - Personal Privacy | fax: 202.564.0233 | email: wheeler.kimberly@epa.gov

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 6/5/2017 11:56:03 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Foster, Simona [foster.simona@epa.gov];

Brown, Wendy [brown.wendy@epa.gov]

**Subject**: Re: June Policy Tracker

You can cancel the meeting.

Sent from my iPhone

On Jun 5, 2017, at 6:09 PM, Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>> wrote:

Debbi:

Thanks for the heads up. Let me discuss with Linda and follow-up with you in the morning. Thanks.

Wes

Sent from my iPhone

On Jun 5, 2017, at 6:06 PM, Hart, Debbi < Hart Debbi@epa.gov > wrote:

Wes and Linda-

Please see the attached updated Policy tracker with Loretta's message below describing what has changed. I'm hoping that this info will suffice in terms of getting you guys updated on the status of these policies. We are really jammed up with V/V at the moment and it needs our full focus. Are you guys okay with skipping the meeting tomorrow at 11AM? Please let me know and thanks in advance. Debbi

From: Hunt, Loretta

Sent: Monday, June 05, 2017 4:52 PM
To: Hart, Debbi <hra>Hart, Debbi@epa.gov>

Subject: June Policy Tracker

VERA/VSIP activities have impacted our ability to work on some of the policies. Detha and Marvin are helping me to review business cases. This impacts the training manual and supervisors over professional staff. I have revised the dates to the end of the FY.

# Ex. 5 - Deliberative Process

The HR Specialist working on remote reporting [ELG-PRODAL PRODAL PRODAL

Loretta L. Hunt

Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: <u>hunt.loretta@epa.gov</u>

<Policy Tracker June 2017.docx>

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/5/2017 10:10:54 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: June Policy Tracker

### Sounds good—thanks!

From: Carpenter, Wesley

Sent: Monday, June 05, 2017 6:10 PM To: Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Re: June Policy Tracker

Debbi:

Thanks for the heads up. Let me discuss with Linda and follow-up with you in the morning. Thanks.

Wes

Sent from my iPhone

On Jun 5, 2017, at 6:06 PM, Hart, Debbi < Hart Debbi@epa.gov > wrote:

Wes and Linda-

Please see the attached updated Policy tracker with Loretta's message below describing what has changed. I'm hoping that this info will suffice in terms of getting you guys updated on the status of these policies. We are really jammed up with V/V at the moment and it needs our full focus. Are you guys okay with skipping the meeting tomorrow at 11AM? Please let me know and thanks in advance. Debbi

From: Hunt, Loretta

**Sent:** Monday, June 05, 2017 4:52 PM **To:** Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>>

Subject: June Policy Tracker

VERA/VSIP activities have impacted our ability to work on some of the policies. Detha and Marvin are helping me to review business cases. This impacts the training manual and supervisors over professional staff. I have revised the dates to the end of the FY.

## Ex. 5 - Deliberative Process

The HR Specialist working on remote reporting [Ex. I. Personal Privacy] has been ill and on leave several times over the last 3 weeks. Detha and I are crashing on V/V so I can't reassign at the moment. I've changed completion to the end of the FY.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

<Policy Tracker June 2017.docx>

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/5/2017 10:06:17 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: FW: June Policy Tracker
Attachments: Policy Tracker June 2017.docx

#### Wes and Linda-

Please see the attached updated Policy tracker with Loretta's message below describing what has changed. I'm hoping that this info will suffice in terms of getting you guys updated on the status of these policies. We are really jammed up with V/V at the moment and it needs our full focus. Are you guys okay with skipping the meeting tomorrow at 11AM? Please let me know and thanks in advance. Debbi

From: Hunt, Loretta

**Sent:** Monday, June 05, 2017 4:52 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Subject: June Policy Tracker

VERA/VSIP activities have impacted our ability to work on some of the policies. Detha and Marvin are helping me to review business cases. This impacts the training manual and supervisors over professional staff. I have revised the dates to the end of the FY.

## Ex. 5 - Deliberative Process

The HR Specialist working on remote reporting [Ext-Pennsyl has been ill and on leave several times over the last 3 weeks. Detha and I are crashing on V/V so I can't reassign at the moment. I've changed completion to the end of the FY.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt loretta@epa.gov

From: Burbach, Joseph [burbach.joseph@epa.gov]

**Sent**: 6/21/2017 1:36:09 PM

To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: OARM All Hands Meeting

## Linda/Wes

FYI --- Not sure if you were able to participate this mornings All Hands Meeting.

John shared information about the agency's VERA/VSIP request to OPM, including numbers and occupational series (broadly). He indicated that once OPM approves EPA's request manager, affected employees would receive a letter advising them they were in the targeted pool. He also suggested that if staff were interested or wanted to know if they were in the pool that they should speak with their office director.

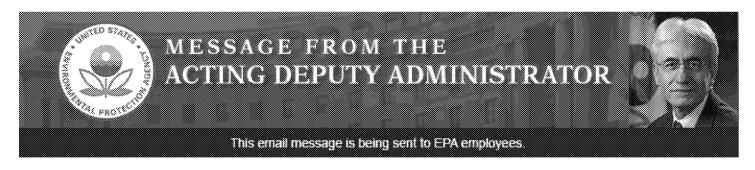
You may get some inquires.

### Joseph Burbach

Senior Advisor Office of Human Resources U.S. Environmental Protection Agency (202) 564-7783 From: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]

**Subject**: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities

(VERA/VSIP)



SUBJECT: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment

Authorities (VERA/VSIP)

FROM: Mike Flynn

**Acting Deputy Administrator** 

TO: All EPA Employees

Dear Colleagues,

In my April 17, 2017 memo to EPA senior management, I announced that we were beginning steps to initiate an early out/buyout program with a goal to complete the program by the end of September 2017. I wanted to give you an update on the current status and upcoming steps on the program.

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment Authority (VSIP), often referred to as early outs and buy outs, can help us realign our workforce to meet changing mission requirements and move toward new models of work. The authority encourages voluntary separations and helps the Agency complete workforce restructuring with minimal disruption to the workforce.

### **Current Status**

The Agency has begun a workforce reshaping effort in which headquarters and regional offices are reviewing their current organizations and analyzing where they can achieve efficiencies. As a result of these analyses, the Agency is planning to use VERA/VSIP where it makes sense and where it is aligned with these efficiencies. We will be working with the Agency's labor unions as we go through the VERA/VSIP process.

Headquarters and regional offices currently are working on VERA/VISIP business cases for their respective organizations. Our Office of Human Resources staff will review and consolidate these business cases into one agency-wide business case which will be submitted to the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) for approval.

In developing our VERA/VSIP business case, we are considering multiple factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-

supervisory positions; focusing on core business functions, programmatic and STEM priorities, and consolidating and streamlining programs and functions. Details on the selection criteria for employees in the pool are still being worked out.

### **Next Steps**

We plan to submit our agency-wide VERA/VSIP business case to OPM/OMB for approval later in June, and will work closely with OPM/OMB to help expedite the review process. We will provide you information on what positions will be included in the VERA/VSIP program as soon as possible, likely sometime in July. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the Agency by early September 2017.

Please look for additional VERA/VSIP information from your organization's senior leadership soon. In the interim, I have provided you with some helpful links below.

Many thanks for your continued commitment to EPA's mission and public service. I am very proud to work alongside you.

## OPM' S VERA/VSIP links:

http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/

http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/

EPA's VERA/VSIP link: <a href="http://intranet.epa.gov/policy/buyouts/index.htm">http://intranet.epa.gov/policy/buyouts/index.htm</a>

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 6/1/2017 3:45:30 PM

To: Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker,

Gary [parker.gary@epa.gov]

**Subject**: FW: V-V Selection Criteria/Alternate Suggestion

Krysti,

# Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Fine, Steven

**Sent:** Wednesday, May 31, 2017 8:26 PM

To: Vizian, Donna < Vizian.Donna@epa.gov>; Hunt, Loretta < Hunt.Loretta@epa.gov>

Cc: Simon, Harvey <Simon.Harvey@epa.gov>

Subject: RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

# Ex. 5 - Deliberative Process

**Thanks** 

Steve

From: Vizian, Donna

**Sent:** Tuesday, May 30, 2017 6:12 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov >; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

HI Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Best, Donna

Selection Criteria:

Ex. 5 - Deliberative Process

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 6/1/2017 3:06:16 PM

To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR\_PMOs@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov];

Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]

**Subject**: RE: V/V Follow up

Importance: High

Everyone, an organization asked if the guidance on SES positions also applies to SL/ST positions? The answer is: yes.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

Donna

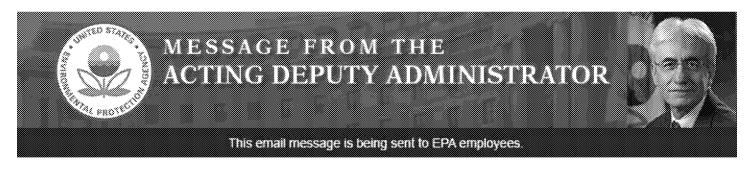
On May 31, 2017, at 11:43 AM, Hunt, Loretta < Hunt. Loretta@epa.gov > wrote:

FYI		
From: Vizian, Donna Sent: Wednesday, May 31, 2017 11 To: 2017HQfirstassistants; 2017Reg Cc: Hart, Debbi; Hunt, Loretta; Show Subject: V/V Follow up	ionfirstassistants; DAA-Career; DRA; ARA	
Hi Everyone,		
Yesterday the question was {	Ex. 5 - Deliberative Process x. 5 - Deliberative Process	Please
call if you have questions.		
Best,		

From: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]

Subject: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities

(VERA/VSIP)



**SUBJECT:** Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment

Authorities (VERA/VSIP)

FROM: Mike Flynn

**Acting Deputy Administrator** 

TO: All EPA Employees

Dear Colleagues,

In my April 17, 2017 memo to EPA senior management, I announced that we were beginning steps to initiate an early out/buyout program with a goal to complete the program by the end of September 2017. I wanted to give you an update on the current status and upcoming steps on the program.

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment Authority (VSIP), often referred to as early outs and buy outs, can help us realign our workforce to meet changing mission requirements and move toward new models of work. The authority encourages voluntary separations and helps the Agency complete workforce restructuring with minimal disruption to the workforce.

## **Current Status**

The Agency has begun a workforce reshaping effort in which headquarters and regional offices are reviewing their current organizations and analyzing where they can achieve efficiencies. As a result of these analyses, the Agency is planning to use VERA/VSIP where it makes sense and where it is aligned with these efficiencies. We will be working with the Agency's labor unions as we go through the VERA/VSIP process.

Headquarters and regional offices currently are working on VERA/VISIP business cases for their respective organizations. Our Office of Human Resources staff will review and consolidate these business cases into one agency-wide business case which will be submitted to the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) for approval.

In developing our VERA/VSIP business case, we are considering multiple factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-

supervisory positions; focusing on core business functions, programmatic and STEM priorities, and consolidating and streamlining programs and functions. Details on the selection criteria for employees in the pool are still being worked out.

### **Next Steps**

We plan to submit our agency-wide VERA/VSIP business case to OPM/OMB for approval later in June, and will work closely with OPM/OMB to help expedite the review process. We will provide you information on what positions will be included in the VERA/VSIP program as soon as possible, likely sometime in July. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the Agency by early September 2017.

Please look for additional VERA/VSIP information from your organization's senior leadership soon. In the interim, I have provided you with some helpful links below.

Many thanks for your continued commitment to EPA's mission and public service. I am very proud to work alongside you.

## OPM' S VERA/VSIP links:

http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/

http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/

EPA's VERA/VSIP link: <a href="http://intranet.epa.gov/policy/buyouts/index.htm">http://intranet.epa.gov/policy/buyouts/index.htm</a>

# MEMORANDUM OF UNDERSTANDING Between the U.S. Environmental Protection Agency and the [Union(s)]

This Memorandum of Understanding (MOU) is entered into by the United States Environmental Protection Agency (EPA) and [Union(s)] for the purpose of facilitating the EPA's Voluntary Separation Incentive Payments ("VSIPs" or "buy-out") and Voluntary Early Retirement Authority ("VERA" or "early-out") offerings.

### TERMS OF UNDERSTANDING

- 1. This MOU applies to all [Union(s)] bargaining unit members.
- 2. The parties understand that the procedures set forth in this memorandum apply if and when the Agency receives approval from OPM and OMB of Agency requests for VERA/VSIP offerings. The parties further understand that any information provided to employees prior to any such approval is subject to change.
- 3. In order to facilitate the opportunity for long-term planning, the Agency, to the extent feasible, will endeavor to provide employees with information regarding potential positions that may be included in a VERA/VSIP offering, prior to final approval of OPM/OMB approval.
- 4. After OPM/OMB approval and prior to the beginning of the application period, each geographical location and/or organizational unit (as appropriate) that is conducting a VERA/VSIP offering will notify all [Union(s)] employees via email or in writing, about which job series and positions are eligible for the VERA/VSIP offering. The notice will include the number of VERA/VSIP offers available for each eligible job series and position and any other factors impacting eligibility. Such notice will also include the dates of the application period, projected date that applicants will be informed they have been selected for a VERA/VSIP offer, deadline for employees to withdraw their application, and the final date of separation for employees accepting a VERA/VSIP offer.
- 5. The Parties agree that the application period for the VERA/VSIP offering will generally be no less than thirty (30) calendar days from the final date of separation, unless the Agency determines that the thirty (30) calendar day application period is not feasible. The application deadline will generally be at least fourteen (14) days prior to the final date of separation. If the timeframes in this section are not feasible, the parties will work together to implement an abbreviated application period.
- 6. Applicants are authorized to use government equipment to prepare and submit applications for the VERA/VSIP offering. Subject to the

- Agency's operational needs, the Agency will authorize a reasonable amount of duty time for employees to review the VERA/VSIP application and corresponding materials.
- 7. Applications will be accepted via the electronic application system only. Employees will generally receive an electronic notice of receipt within an hour of submitting their application. If upon review an application is found to be incomplete, the applicant will be contacted via either email or telephone if additional information is needed. To the extent feasible, applicants may receive consideration even if their application is incomplete.
- 8. The parties agree that employees accepting the VERA/VSIP offering must separate from the Agency no later than the final date of separation for the given VERA/VSIP offering as designated by the Agency. The parties also agree that, in accordance with 5 CFR § 576.103, 5 CFR § 842.213, and any other applicable law or regulation, employees on military duty who would otherwise be eligible for a VERA/VSIP offer will have 30 days following their return to the Agency to either accept or reject an offer.
- 9. The parties agree that employees may withdraw their application or separation paperwork at least one day before the final date of separation or before they actually separate, whichever comes first, by written notification to their servicing Shared Services Center.
- 10. At the Agency's exclusive discretion and option, the Agency will consider seeking authorization for additional VERA/VSIP offers if there are more eligible applicants, who have submitted their applications by the application deadline, than there are available offers under the relevant grade, occupational series, geographic location, etc. authorization (the offering is oversubscribed).
- 11. The parties agree that if there are more eligible applicants than available VERA/VSIP offers under the relevant OPM authorization (the offering is oversubscribed), offers shall be granted first to the most senior employee, as determined by the Service Computation Date (SCD) Leave, who has submitted his or her application by the application deadline. If two or more eligible applicants submit their application by the application deadline and have the same SCD Leave, the offer shall be granted to the most senior employee, as determined by the Entry on Duty (EOD) date Total EPA years of service. If two or more eligible applicants submit their application by the application deadline and have the same SCD Leave and EOD date Total EPA years of service, the offer shall be granted to the employee who submitted his or her application first.

- 12. Applicants will be notified of their selection or non-selection for a VERA/VSIP offer on a continuing basis. Applicants receiving an offer will receive a notice that includes the amount of his or her incentive. Eligible applicants who do not receive an offer because there are more eligible applicants than available VERA/VSIP offers under the relevant OPM authorization (the offering is oversubscribed) will be given the option of being placed on a waitlist. Employees on the waitlist will be notified if and when a VERA/VSIP offer (under their applicable authorization) becomes available on a continuing basis, consistent with Section 9 of this agreement.
- 13. Employees applying for the VERA/VSIP may request information about their retirement and benefits, including whether or not they will be receiving the \$25,000 incentive pay, a lesser incentive pay or no incentive pay. The Agency will provide a timely response to such requests and provide this information to employees to permit them time for the employee to withdraw their application for the VERA/VSIP. Individual retirement counseling and information will be made available to employees, both at Headquarters and in applicable regions, during the application period.
- 14. Eligibility, selection, and non-selection determinations for the VERA/VSIP offering will be made without discrimination in regard to political affiliation, Union activity, race, color, religion, national origin, gender, sexual orientation, marital status, age, or non-disqualifying handicapping conditions.
- 15. The parties agree that this MOU covers all procedures and therefore satisfies all Agency bargaining obligations relating to EPA VERA/VSIP offerings conducted from [(insert date agreement is signed) to appx. October 31, 2017 TBD once we hear back from OPM]. By signing this MOU, neither party surrenders any statutory rights.
- 16. Any reorganization, space move, or other change that may result from a VERA/VSIP offering are considered independent subjects of bargaining, pursuant to applicable midterm bargain procedures and any bargaining requirements associated with these changes will be governed by applicable agreements between the parties, law, rule and regulation.
- 17. This MOU will become effective upon Agency Head review or on the thirty-first (31st) calendar day after execution, whichever comes first.
- 18. In signing this MOU, the Agency and Unions agree that they have full authority to execute the agreement, including on behalf of all [Union] locals. This MOU is subject to Agency Head review, which the Agency will make every attempt to expedite.

19. In the event that any provision (section, paragraph, sentence, etc.) of this MOU is held invalid or found to conflict with competent jurisdiction or found to conflict with regulation, rule, or statute by a third party, the remaining provisions of this MOU shall remain in full force and effect. The Parties shall promptly meet and attempt to reach agreement on any provision found invalid.

For the Union:

**For the EPA:** 

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/20/2017 6:42:22 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

**Subject**: Updated VERA template for final OPM submission **Attachments**: VERA FINAL request template EPA June2017.pdf

Per Donna's request, attached is the updated OPM template for VERA. It now leads with this language:

"As part of the agency's ongoing efforts to improve overall efficiency and effectiveness, the EPA is seeking to reduce, restructure and reshape its various program and regional offices. The agency's drive for greater efficacy focused on the following themes: ..."

This version should accompany EPA's final V/V submission.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

Vizian, Donna [Vizian.Donna@epa.gov] From:

8/1/2017 1:42:19 PM Sent:

To: Helm, Arron [Helm.Arron@epa.gov]

CC: Carter, Rick [Carter.Rick@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Gray, Linda [gray.linda@epa.gov];

Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: V/V

Thanks. Please include any narrative you think appropriate

----Original Message----

From: Helm, Arron

Sent: Tuesday, August 01, 2017 9:01 AM

To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Re: V/V

We are pulling this data together and will provide weekly on Thursdays.

Sent from my iPhone

> On Jul 31, 2017, at 6:51 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

> Ryan has asked for a weekly update on the numbers even if nothing changes. Can we do this every Thursday. Let me know the lead.

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 8/1/2017 12:56:21 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Showman, John [Showman.John@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]

**Subject**: Re: EPA's VERA/VSIP Request -

Will do.

On Jul 31, 2017, at 6:52 PM, Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> wrote:

Ryan is very interested in this. Please let me know what we hear back from OPM. thanks

On Jul 31, 2017, at 3:56 PM, Hunt, Loretta < Hunt.Loretta@epa.gov > wrote:

Just to keep everyone in the loop,

## Ex. 5 - Deliberative Process

I'll let you know the outcome.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: <u>hunt.loretta@epa.gov</u>

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:38 PM

To: Snowden, Gregory A < Gregory.Snowden@opm.gov >; Mahoney, Michael J

< Mike. Mahoney@opm.gov >; Grossman, Andrea L. EOP/OMB

<Andrea L Grossman@omb.eop.gov>; Hickey, Mike J. EOP/OMB

<Michael\_Hickey@omb.eop.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J

<<u>Mike.Mahoney@opm.gov</u>>; Grossman, Andrea L. EOP/OMB <Andrea\_L\_Grossman@omb.eop.gov>; Hickey, Mike J. EOP/OMB

<Michael\_Hickey@omb.eop.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

# Ex. 5 - Deliberative Process

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A < Gregory.Snowden@opm.gov>

**Sent:** Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J.

EOP/OMB
Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

# **Ex. 5 - Deliberative Process**

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey,

Mike J. EOP/OMB **Cc:** Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Monday, July 10, 2017 2:32 PM

To: Hunt, Loretta < Hunt, Loretta@epa.gov>; Snowden, Gregory A

<Gregory.Snowden@opm.gov>

Cc: Hart, Debbi < Hart.Debbi@epa.gov > Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Monday, July 10, 2017 11:13 AM

To: Mahoney, Michael J; Snowden, Gregory A

Cc: Hart, Debbi

**Subject:** EPA's VERA/VSIP Request

Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 7/31/2017 10:52:24 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi

[Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]

Subject: Re: EPA's VERA/VSIP Request -

Ryan is very interested in this. Please let me know what we hear back from OPM. thanks

On Jul 31, 2017, at 3:56 PM, Hunt, Loretta < Hunt.Loretta@epa.gov > wrote:

Just to keep everyone in the loop,

# Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:38 PM

To: Snowden, Gregory A < <a href="mailto:Gregory.Snowden@opm.gov">Gregory A < Gregory.Snowden@opm.gov</a> ; Mahoney, Michael J

<<u>Mike.Mahoney@opm.gov</u>>; Grossman, Andrea L. EOP/OMB <<u>Andrea L Grossman@omb.eop.gov</u>>;

Hickey, Mike J. EOP/OMB < Michael Hickey@omb.eop.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

To: Snowden, Gregory A < Gregory.Snowden@opm.gov >; Mahoney, Michael J

<<u>Mike.Mahoney@opm.gov</u>>; Grossman, Andrea L. EOP/OMB <<u>Andrea L. Grossman@omb.eop.gov</u>>;

Hickey, Mike J. EOP/OMB < Michael Hickey@omb.eop.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

# Ex. 5 - Deliberative Process

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A < Gregory.Snowden@opm.gov>

**Sent:** Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

# Ex. 5 - Deliberative Process

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

**Sent:** Monday, July 10, 2017 2:32 PM

To: Hunt, Loretta < Hunt.Loretta@epa.gov>; Snowden, Gregory A < Gregory.Snowden@opm.gov>

Cc: Hart, Debbi < Hart.Debbi@epa.gov > Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Monday, July 10, 2017 11:13 AM **To:** Mahoney, Michael J; Snowden, Gregory A

Cc: Hart, Debbi

**Subject:** EPA's VERA/VSIP Request

Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov From: Westenberger, Andrea

Location: Ex. 6 - Personal Privacy

Importance: Normal

Subject: ARA Call with OARM & OCFO

Start Date/Time: Tue 6/20/2017 3:30:00 PM
End Date/Time: Tue 6/20/2017 4:30:00 PM
Budget and FTE Issue and Chart 2000 to 2017.pptx

PPL PCA BTC Presentation 06.20.17.ppt

## ARA Call with OARM & OCFO

Tuesday, 6/20, 8:30 am - 9:30 PST

## Ex. 6 - Personal Privacy

Note: To reduce costs, please call the 1-866 number in groups as we are charged per line/per minute.

Join Skype Meeting

## OARM (30 min)

- • OHR Updates (Wes Carpenter and others)
- o VERA/VSIP
- o Drug-Free Workplace
- o Populating PIPs into LERIS

## OCFO (30 min)

- O Purpose: Provide update on budget, including workforce support. Identify Regional action items, if applicable.
- o OTS will provide a PCA status update on 1) responses to questions; 2) UAT; 3) training; and

4) the restructuring of the TUG. In addition, the availability of employee level data will be
addressed; the process for Superfund redistributions (and verification of data/transactions); and
details on access and training for the IBC Datamart.

•	(attachment): Budget and FTE Issue and Chart (	(2000-2017)

For questions or agenda items, please contact Andrea Westenberger; Lynnann Hitchens & Michael Hardy (OARM); Diane Kelty & Andrew Cox (OCFO).

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/19/2017 9:16:33 PM

To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR PMOs@epa.gov]

CC: Cooper, Marian [Cooper.Marian@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti

[Corbett.Krysti@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: FW: Update on V?V

All—please see below. DH

From: Vizian, Donna

**Sent:** Monday, June 19, 2017 4:04 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Update on V?V

Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks Donna

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 6/19/2017 8:04:21 PM

To: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants

[2017Regionfirstassistants@epa.gov]

CC: DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Update on V?V

### Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks Donna

From: Schulman, Marvin [Schulman.Marvin@epa.gov]

**Sent**: 6/19/2017 2:48:34 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

**Subject**: RE: FYI--Draft final V/V submission is now delivered--

#### Debbi & Loretta

Our willingness to pull together as a team is a reflection of the leadership "style" we see modeled, and the sense of "we're in this together" that you both demonstrate.

...Had way too many supervisors who "sat up in the owner's box, never touched the playing field, but talked as if they were "part of the team." You're both right there on the front lines with the rest of us – and that makes all the difference.

It's a pleasure to work for you both!

#### Marvin

From: Hart, Debbi

Sent: Monday, June 19, 2017 10:20 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Kuhns, Jason

<Kuhns.Jason@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>

Subject: FW: FYI--Draft final V/V submission is now delivered--

I truly mean it. Thanks for all of your efforts to get this submission over the finish line. And particularly for working/staying late Friday to get the job done despite a highly stressful environment. Debbi

From: Hart, Debbi

**Sent:** Friday, June 16, 2017 7:32 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Subject: FYI--Draft final V/V submission is now delivered--

It's now 7:30. We had late-breaking changes from R2 and also identified number discrepancies for the AO and R10 during our final QA. Number changes have ripple effects...

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta-they continue to be awesome.

**HELLO WEEKEND!** 

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 7/31/2017 7:57:57 PM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Showman, John [Showman.John@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Coomber, Robert

[coomber.robert@epa.gov]

Subject: RE: EPA's VERA/VSIP Request -

### Thanks Loretta

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:56 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Cc: Hart, Debbi < Hart.Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Coomber, Robert

<coomber.robert@epa.gov>

Subject: FW: EPA's VERA/VSIP Request -

Importance: High

Just to keep everyone in the loop,

# Ex. 5 - Deliberative Process

I'll let you know the outcome.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources

U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Monday, July 31, 2017 3:38 PM

**To:** Snowden, Gregory A <<u>Gregory.Snowden@opm.gov</u>>; Mahoney, Michael J <<u>Mike.Mahoney@opm.gov</u>>; Grossman, Andrea L. EOP/OMB <<u>Andrea L. Grossman@omb.eop.gov</u>>; Hickey, Mike J. EOP/OMB <<u>Michael Hickey@omb.eop.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

# Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

**To:** Snowden, Gregory A <<u>Gregory.Snowden@opm.gov</u>>; Mahoney, Michael J <<u>Mike.Mahoney@opm.gov</u>>; Grossman, Andrea L. EOP/OMB <<u>Andrea L. Grossman@omb.eop.gov</u>>; Hickey, Mike J. EOP/OMB <<u>Michael Hickey@omb.eop.gov</u>>

Cc: Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

# Ex. 5 - Deliberative Process

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A < Gregory.Snowden@opm.gov >

**Sent:** Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

## Ex. 5 - Deliberative Process

Gregory Snowden OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

# Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources

U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

**Sent:** Monday, July 10, 2017 2:32 PM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >; Snowden, Gregory A < Gregory.Snowden@opm.gov >

Cc: Hart, Debbi < Hart.Debbi@epa.gov > Subject: RE: EPA's VERA/VSIP Request

-mike

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

**Sent:** Monday, July 10, 2017 11:13 AM **To:** Mahoney, Michael J; Snowden, Gregory A

Cc: Hart, Debbi

Subject: EPA's VERA/VSIP Request

Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

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Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 7/31/2017 7:56:26 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Coomber, Robert

[coomber.robert@epa.gov]

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Importance: High

Just to keep everyone in the loop,

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Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

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Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

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Importance: High

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# Ex. 5 - Deliberative Process

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Phone: (202) 564-6963 Email: <u>hunt.loretta@epa.gov</u>

From: Hunt, Loretta

**Sent:** Friday, July 28, 2017 4:26 PM

**To:** Snowden, Gregory A <<u>Gregory.Snowden@opm.gov</u>>; Mahoney, Michael J <<u>Mike.Mahoney@opm.gov</u>>; Grossman, Andrea L. EOP/OMB <<u>Andrea L. Grossman@omb.eop.gov</u>>; Hickey, Mike J. EOP/OMB <<u>Michael Hickey@omb.eop.gov</u>>

Cc: Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >

Subject: Re: EPA's VERA/VSIP Request -

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# Ex. 5 - Deliberative Process

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To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

**Subject:** RE: EPA's VERA/VSIP Request -

Hello Loretta,

# Ex. 5 - Deliberative Process

Gregory Snowden
OPM

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Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

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**Importance:** High

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To: Hunt, Loretta < Hunt.Loretta@epa.gov >; Snowden, Gregory A < Gregory.Snowden@opm.gov >

**Cc:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>> **Subject:** RE: EPA's VERA/VSIP Request

Here tis'...

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Cc: Hart, Debbi

Subject: EPA's VERA/VSIP Request

Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Cooper, Marian [Cooper.Marian@epa.gov]

**Sent**: 7/31/2017 2:36:02 PM

**To**: OARM Directors [OARM Directors@epa.gov]

Subject: OARM Weekly Report: Items Request - Due COB Wednesday

Attachments: Office of Administration and Resources Management.weekly 7.27.17.docx

Importance: High

#### Good morning,

Please send me your office's response for this week's OARM report <u>by COB Wednesday</u>. Each news worthy item should be a short, concise and non-bureaucratic paragraph that fits under the headings below. Please don't filter your perspective responses based on what you think should/shouldn't be included; just submit and we'll filter them. I have also attached last week's weekly report for your reference.

As a reminder, we submit the reports to both Donna and John for review by noon on Thursday, so please attend to any follow-up questions with that in mind.

#### Headings include:

- Hot Issues (including decisions that need 3<sup>rd</sup> floor attention)
- Upcoming Public Events
- Upcoming Major Decisions
- Last Week Highlights (include "good news" stories...not an "activity" report, please)

Some points the administrator's office noted they've seen in other reports and would like others to incorporate are:

- Include more detail than less detail while still remaining concise
- Identify what actions were taken (if any)
- Establish next steps
- o Include any "take away" messages
- Determine whether OARM will need to setup a meeting on a particular topic with the Chief of Staff or others, as appropriate.

Please respond even if you have nothing to report. Enjoy your week!

Thanks in advance for your response.

#### Marian

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



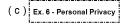
To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Ack, David

**Sent:** Mon 7/31/2017 2:10:35 PM

Subject: Automatic reply: Status of Separation Process for VERA/VSIP Employees

I will be out of the office on official travel and will have limited access to email. I will respond upon my return.



From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 8/7/2017 2:43:53 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: Cash award--

Yeap. I thought I responded before I left and told her to coordinate with Wendy. I may have forgotten to close the loop.

#### Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Carpenter, Wesley

**Sent:** Thursday, July 20, 2017 6:04 PM **To:** Gray, Linda <gray.linda@epa.gov>

Subject: Fwd: Cash award--

Linda:

I support Debbi's request.

Wes

Sent from my iPhone

Begin forwarded message:

From: "Hart, Debbi" < Hart.Debbi@epa.gov > Date: July 20, 2017 at 5:59:48 PM EDT

To: "Carpenter, Wesley" < Carpenter. Wesley@epa.gov>, "Gray, Linda" < gray.linda@epa.gov>

Cc: "Hunt, Loretta" < Hunt.Loretta@epa.gov>

Subject: Cash award--

Wes and Linda-

I would like to request that we offer Ex. 6 - Personal Privacy of OCFO a cash award (\$500) for assistance working with OMB to get all of the V/V costs summarized consistently so they could be rolled up for the agency as OMB requested. essentially worked as a liaison to OMB to determine exactly how they wanted each office's V/V costs reflected, led a call with all of our SBOs/HR Officers to advise them how exactly their charts should be updated, then reviewed each of the 22 updated charts for accuracy before sending a final updated version back to OMB for their approval. turned this around quickly and over a holiday week. We are very appreciative. What do you think?

Debbi Hart Director Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/9/2017 10:23:10 PM

To: Gray, Linda [gray.linda@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: Following up--

Sensitivity: Company Confidential

Sounds good—hope you feel better!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Gray, Linda

**Sent:** Friday, June 09, 2017 5:53 PM **To:** Hart, Debbi <a href="Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

**Subject:** Re: Following up--**Sensitivity:** Confidential

We can discuss some time Tuesday as I think you are out on Monday. Hopefully, I'm feeling up to coming in on Monday. Still not feeling better. Went to the doctor and got more medicine.

Sent from my iPhone

On Jun 9, 2017, at 3:54 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Linda-

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Jablonski, Janice [jablonski.janice@epa.gov]

**Sent**: 8/7/2017 11:58:21 AM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: Re: For Review - OHR Eligibility Listing - Need response by COB Monday, August 7

Thanks Wes.

From: Carpenter, Wesley

Sent: Monday, August 7, 2017 7:57 AM

**To:** Jablonski, Janice **Cc:** Gray, Linda

Subject: RE: For Review - OHR Eligibility Listing - Need response by COB Monday, August 7

Jan:

The OHR listing is accurate and complete. No changes required. Please let me know if you have any questions. Thanks.

Wes

From: Jablonski, Janice

Sent: Friday, August 04, 2017 3:34 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>

Subject: For Review - OHR Eligibility Listing - Need response by COB Monday, August 7

Attached is your list of V/V eligible applicants. Please review and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. This file contains PII and is therefore password protected. I will send the password in a separate email.

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 6/9/2017 9:52:30 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Re: Following up--

Sensitivity: Company Confidential

We can discuss some time Tuesday as I think you are out on Monday. Hopefully, I'm feeling up to coming in on Monday. Still not feeling better. Went to the doctor and got more medicine.

Sent from my iPhone

On Jun 9, 2017, at 3:54 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Linda-

# Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/9/2017 7:54:13 PM

**To**: Gray, Linda [gray.linda@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: Following up--

Sensitivity: Company Confidential

Linda-

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks.

Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/9/2017 5:23:30 PM

To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Showman, John

[Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

**Subject**: FW: Updated VERA VSIP theme chart by appropriations

Attachments: 20170609 VERA VSIP For Agency.xlsx

Importance: High

FYI.

From: Hart, Debbi

**Sent:** Friday, June 09, 2017 1:22 PM **To:** Terris, Carol <Terris.Carol@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: Updated VERA VSIP theme chart by appropriations

Importance: High

Carol-

Hope you're hanging in there! Please see the attached which should reflect final numbers for all offices. As always, let us know if there are questions. Thank you! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
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202.564.2011
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\*

## **EPA**

	Appropriation	on Science and Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund		Leaking Underground Storage Tanks		Across Multiple Appropriations			Tot	als		
		# of	***************************************	# of		# of		# of		# of		# of		# of		
Theme		Targeted Positions	1	Targeted Positions		Targeted Positions	1	Targeted Positions	1	8		Targeted Positions	i .	Targeted Positions		Max Offers as % o Office Workforce
Delayering (increasing supervisor to staff ratio)		2	2	54	24	0	0	18	6	0	0	32	19	106	51	0.35%
Consolidate or reduce administrative or support functions		5	1	234	92	0	0	24	21	0	0	62	45	325	159	1.08%
Restructure or reduce highly graded supervisory and non-supervisory positions		138	94	868.5	270	4	3	144.3	54	6	3	329	140	1489.8	564	3.83%
Restructure to focus on core business functions (administrative support)		0	0	68	46	0	0	22	9	0	0	159	64	249	119	0.81%
Restructure to focus on STEM/programmatic priorities		29	8	337.4	84.9	1	1	87.4	16.1	4	1	192	41	650.8	152	1.03%
Consolidate and streamline functions/activities/reduce number of programs		71	14	560	89	1	1	151	47	0	0	38	32	821	183	1.24%
Unknown		1	1											1	1	***************************************
Total		246	120	2121.9	605.9	6	5	446.7	153.1	10	4	812	341	3642.6 EPA Permaner (excluding OIG)		8.36% 14707

#### SUMMARY

Max Offer = 8% of total workforce

Targeted Positions = 24% of total workforce

Office/Region with highest maximum offer: Region 6, Region3, OLEM, AO and OARM

Office/Region with lowest maximum offer: OGC, Region 8, OAR, Region 4 and Region 9

Most impactful "Theme": Restructure or reduce highly graded supervisory and non-supervisory positions (4% of the workforce)

	Theme Max	Permanent	Percentage of	Targeted Positions	Targeted Max -
	Offers	Workforce	Workforce	Max Offers	Theme Max
OGC	2	228	0.9%	2	0
Region 8	8	523	1.5%	8	0
OAR	20	1137	1.8%	20	0
Region 4	26	912	2.9%	26	0
Region 9	23	731	3.1%	24	1
Region 10	19	543	3.5%	19	0
Region 2	29	782	3.7%	30	1
OCSPP	66	989	6.7%	50	-16
ow	30	580	5.2%	30	0
Region 1	36	566	6.4%	36	0
OITA	5	74	6.8%	5	0
OECA	50	722	6.9%	51	1
Region 5	82	1078	7.6%	79	-3
OCFO	26	313	8.3%	27	1
OEI	30	342	8.8%	30	0
Region 7	45	510	8.8%	45	0
ORD	184	1574	11.7%	183	-1
OARM	98	695	14.1%	98	0
AO	74	353	21.0%	65	-9
OLEM	159	494	32.2%	95	-64
Region 3	204	825	24.7%	159	-45
Region 6	136.5	736	18.5%	147	10.5
EPA	1352.5	14707	9.2%	1229	-123.5

Permanent Workfoce as of 5/22/2017

000000000000000000000000000000000000000
Revised
Percentage
0.9%
1.5%
1.8%
2.9%
3.3%
3.5%
3.8%
5.1%
5.2%
6.4%
6.8%
7.1%
7.3%
8.6%
8.8%
8.8%
11.6%
14.1%
18.4%
19.2%
19.3%
20.0%
8.4%

## VERA/VSIP Schedule of Actions as of 5/31/2017

Action	Estimated Completion Date
Notify employees of agency's plan to offer V/V/Notify union	6/2/2017
Agreement reached with unions	6/19/2017
Provide draft request to OPM/OMB	6/20/2017
Provide tentative, office-specific VERA/VSIP information to employees (template communication)/ Optional AA/RA-level Meetings with employees	6/21/2017
OPM/OMB approval	7/5/2017
AAs/RAs send VERA/VSIP letters to employees	7/7/2017
VERA/VSIP Application Window Open	7/12/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	7/28/2017
Responses due back to SSC from RHRO/PMOs	7/31/2017
Employee Selected/Non-selected Letters Sent	8/2/2017
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees/Last date for organizations to request a late separation date for an employee (must be approved by OARM)	8/18/2017
Last date for employees who applied for and were selected to be offered a V/V, to decline their VERA/VSIP	8/31/2017
Last effective date for employee separations	9/1/2017

70															_
			Enviror	nmental			Hazaı	dous	Lea	king	Acr	oss			
	Scienc	e and	Progra	am and	Inland	Oil Spill	Subst	tance	Under	ground	Mul	tiple			
Appropriation	Techn	ology	Manag	gement	Prog	rams	Supe	rfund	Storage	e Tanks	Approp	riations	То	tals	
	# of		# of		# of		# of		# of		# of		# of		
	Targeted		8		1		1		1				Targeted # of Max		
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers	Positions Offers	Office Workforce	Comments
Delayering (increasing supervisor to staff ratio)	0	0	0	0	0	0	0	0	0	0	0	0	0 0		
Consolidate or reduce administrative or support functions	0	0	75	37	0	0	0	0	0	0	0	0	75 37	12%	AO's primary functions are inherently administrative/program management which includes a range of positions from the GS-4 to GS-15 levels.
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	64	28	0	0	0	0	0	0	0	0	64 28	10%	AO's theme is heavly focued on restructuring or reducing highly graded non-supervisory position
Restructure to focus on core business functions (administrative support)	0	0	0	0	0	0	0	0	0	0	0	0	0 0		
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0	0	0	0	0	0	0 0		
Consolidate and streamline functions/activities/reduce number of programs	0	0	0	0	0	0	0	0	0	0	0	0	0 0		
Total	0	0	139	65	0	0	0	0	0	0	0	0	139 65	22%	

### **OARM**

		000000000000000000000000000000000000000	Environ	mental		000000000000000000000000000000000000000	Hazaı	dous
	Scienc	e and	Progra	m and	Inland	Oil Spill	Subst	ance
Appropriation	Techn	ology	Manag	ement	Prog	rams	Supe	rfund
	# of	***************************************	# of		# of	***************************************	# of	***************************************
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	000000000000000000000000000000000000000		000000000000000000000000000000000000000	000000000000000000000000000000000000000		900000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Restructure or reduce highly			11	7				
graded supervisory and non-								
supervisory positions								
Restructure to focus on core business functions (administrative support)			4	4				
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	0	0	15	11	0	0	0	0

Under	king ground e Tanks	8	oss tiple riations	Totals							
# of	***************************************	# of		# of							
•	# of Max		# of Max		# of Max	Max Offers as % of					
Positions	Offers	Positions	Offers	Positions		Office Workforce					
000000000000000000000000000000000000000	000000000000000000000000000000000000000			0	0						
		18	17	18	17	2.44%					
		51	33	62	40	5.73%					
		50	37	54	41	5.87%					
				0	0						
				0	0						
0	0	119	87	134	98	14.00%					

# Comments 13 Max Offers - EPM 82%; Superfund 18% 3 Max Offers - EPM 50%; Superfund 50% 1 Max Offer EPM 90%; Superfund 10% Across Multiple Appropriations Breakout: 2 Max Offers - EPM 91%; Superfund 9% 7 Max Offers - EPM 90%; Superfund 10% 18 Max Offers - EPM 82%; Superfund 18% 6 Max Offers - EPM 50%; Superfund 50% Across Multiple Appropriations Breakout: 1 Max Offer - EPM 90%; Superfund 10% 3 Max Offers - EPM 82%; Superfund 18% 33 Max Offers EPM 50%; Superfund 50%

## OAR

	900000000000000000000000000000000000000	100000000000000000000000000000000000000	Environmental			000000000000000000000000000000000000000	Hazaı	dous
	Scienc	e and	Progra	m and	Inland	Oil Spill	Subst	tance
Appropriation	Techn	ology	Manag	ement	Prog	rams	Supe	rfund
	# of		# of		# of		# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	000000000000000000000000000000000000000							
to staff ratio)								
Consolidate or reduce								
administrative or support	5	1	21	7				
functions								
Restructure or reduce highly								
graded supervisory and non-	8	2	3	1				
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on	29	8	1	1				
STEM/programmatic priorities	23	٥		1				
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	42	11	25	9	0	0	0	0

Underg	Leaking Across Underground Multiple Storage Tanks Appropriations		tiple	Totals	
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions	# of Max Offers
				0	0
				26	8
				11	3
				0	0
				30	9
				0	0
0	0	0	0	67	20

OAR will accept 20 offers from either appropriation

Max Offers as % of Office Workforce	Comments
•	
1.8	OAR will accept 20 offers from either appropriation

## **OCFO**

Appropriation	Scienc Techn		Environ Progra Manag		Inland ( Prog	Oil Spill rams	Hazardous Substance Superfund	
,	# of		# of	***************************************	# of	***************************************	# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	000000000000000000000000000000000000000			000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000		
to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Restructure or reduce highly								
graded supervisory and non-								
supervisory positions								
Restructure to focus on core								
business functions								
(administrative support)								
Restructure to focus on							4	1
STEM/programmatic priorities							4	1
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	0	0	0	0	0	0	4	1

Under	Leaking Underground Storage Tanks		oss tiple riations		Totals					
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions		Max Offers as % of Office Workforce	Comments			
				0	0					
		4	4	4	4	1.30%				
				0	0					
		20	3	20	3	1.00%				
		132	19	136	19	6.10%				
				0	0					
0	0	156	26	160	27	8.30%				

## **OCSPP**

	500000000000000000000000000000000000000	000000000000000000000000000000000000000	Environmental				Hazardous	
	Science and		Program and		Inland Oil Spill		Substance	
Appropriation	Technology		Management		Programs		Superfund	
	# of	# of		# of		# of		
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	000000000000000000000000000000000000000	000000000000000000000000000000000000000		000000000000000000000000000000000000000	pococcooccooccoocco	000000000000000000000000000000000000000		
to staff ratio)								
Consolidate or reduce								
administrative or support			7	5				
functions								
Restructure or reduce highly								
graded supervisory and non-			60	44				
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Unknown	1	1						
Total	1	1	67	49	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals					
# of	_	# of	_	# of					
8						Max Offers as % of			
Positions	Offers	Positions	Offers	Positions	Uffers	Office Workforce			
				0	0				
				7	5	0.50%			
				60	44	6.10%			
				0	0				
				0	0				
				0	0				
	360000000000000000000000000000000000000		***************************************	1	1	000000000000000000000000000000000000000			
0	0	0	0	68	50	6.7%			

Comments						
Includes series 0303 and some in series 0301. Targeted positions do not include those eligible for VSIP only.						
Includes non-supervisory GS-15s, some supervisory GS-15s, some SES. Targeted positions do not include those eligible for VSIP only.						

## **OECA**

			Environmental				Hazardous	
	Science and		Program and		Inland Oil Spill		Substance	
Appropriation	Technology		Management		Programs		Superfund	
	# of		# of		# of		# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	600000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000				000000000000000000000000000000000000000	000000000000000000000000000000000000000
to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Restructure or reduce highly								
graded supervisory and non-								
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce	60	3	356	39			90	9
number of programs								
Total	60	3	356	39	0	0	90	9

Leaking Across Underground Multiple Storage Tanks Appropriation		tiple		tals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted # of Max Positions Offers		Max Offers as % of Office Workforce
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				506	51	7%
0	0	0	0	506	51	7.0%

Comments
includes all eligible GS-positions in all series except GS-
1811 criminal investigators at all Headquarters and field locations

## OEI

			Environmental				Hazardous	
	Science and Technology		Program and		Inland Oil Spill		Substance	
Appropriation			Management		Programs		Superfund	
	# of		# of		# of		# of	
	Targeted	# of Max						
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor			000000000000000000000000000000000000000	000000000000000000000000000000000000000		000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Restructure or reduce highly								
graded supervisory and non-								
supervisory positions								
	9	1	133	21				
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	300000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	***********************************
Total	9	1	133	21	0	0	0	0

Under	king ground e Tanks	Acr Mult Approp	tiple		tals	
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted # of Max Positions Offers		Max Offers as % of Office Workforce
	300000000000000000000000000000000000000			0	0	0%
				0	0	0%
		38	8	180	30	9%
				0	0	0%
				0	0	0%
				0	0	0%
0	0	38	8	180	30	9%

Comments
Only offered to non-supervisory personnel. Priority given to GS-15s first, then GS-14s, lastly GS-13s.  Number of max offers has been determined for each participating OEI Office and/or Division. "Across Multiple Appropriations" column includes EPM, Superfund, and WCF split employees, as well as 100% WCF paid employees.

# OGC

	000000000000000000000000000000000000000	***************************************	Environ	mental	000000000000000000000000000000000000000	300000000000000000000000000000000000000	Hazar	dous
	Scienc	Science and		Program and		Inland Oil Spill		ance
Appropriation	Techn	ology	Manag	Management		Programs		fund
• • •	# of	***************************************	# of		# of		# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	beconsessessessessessessessessessessessesses	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000			000000000000000000000000000000000000000	000000000000000000000000000000000000000
to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Restructure or reduce highly								
graded supervisory and non-			2	2				
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	0	0	2	2	0	0	0	0

Under	king ground e Tanks	Acr Mult Approp			Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions		Max Offers as % of Office Workforce	Comments
				0	0		
				0	0		
				2	2		
				0	0		
				0	0		
				0	0		
0	0	0	0	2	2	1%	

	000000000000000000000000000000000000000	000000000000000000000000000000000000000	Environ	mental		000000000000000000000000000000000000000	Hazar
	Scienc	e and	Progra	m and	Inland	Oil Spill	Subst
Appropriation	Techn	Technology		Management		rams	Super
	# of		# of		# of		# of
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions
Delayering (increasing supervisor to staff	100000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	500000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
ratio)							
Consolidate or reduce administrative or							
support functions							
Restructure or reduce highly graded							
supervisory and non-supervisory positions							
Restructure to focus on core business							
functions (administrative support)							
Restructure to focus on							
STEM/programmatic priorities							
Consolidate and streamline							
functions/activities/reduce number of							
programs							
Total	0	0	0	0	0	0	0

dous	8	king		OSS				
:ance :fund		ground e Tanks	Muli Approp	-		Tot	rale	
	# of		# of		# of	, 0	ui d	
# of Max Offers	Targeted Positions	# of Max Offers	Targeted Positions		Targeted Positions		Max Offers as % of Office Workforce	Comments
p0000000000000000000000000000000000000	<b></b>	000000000000000000000000000000000000000		900000000000000000000000000000000000000	0	0		
					0	0		
					0	0		
					0	0		
					0	0		
					0	0		
0	0	0	0	0	0	0		

ΑO

OAR

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG

OITA

OLEM

ORD

### **OITA**

	000000000000000000000000000000000000000	100000000000000000000000000000000000000	Environ	mental		180000000000000000000000000000000000000	Hazar	dous
	Scienc	e and	Program and		Inland	Oil Spill	Subst	ance
Appropriation	Techn	ology	Manag	Management		Programs		fund
	# of	***************************************	# of	***************************************	# of		# of	
	Targeted	# of Max						
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	800000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
to staff ratio)								
Consolidate or reduce								
administrative or support			1	1				
functions								
Restructure or reduce highly								
graded supervisory and non-			5	4				
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	0	0	6	5	0	0	0	0

Under	king ground e Tanks	3	oss tiple riations		Totals			
# of Targeted	# of Max	# of Targeted	# of Max	# of Targeted	# of Max	Max Offers as % of		
Positions	Offers	Positions		Positions		Office Workforce	Comments	
000000000000000000000000000000000000000	000000000000000000000000000000000000000			0	0			
				1	1	1.3		
				5	4	5.4		
				0	0			
				0	0			
				0	0			
0	0	0	0	6	5	7%		

# **OLEM**

	000000000000000000000000000000000000000	100000000000000000000000000000000000000	Environ	mental	000000000000000000000000000000000000000	***************************************	Hazar	dous
	Science and		Program and		Inland Oil Spill		Subst	ance
Appropriation	Techn	ology	Manag	Management		Programs		rfund
	# of		# of	***************************************	# of	***************************************	# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor			000000000000000000000000000000000000000			000000000000000000000000000000000000000		***************************************
to staff ratio)								
Consolidate or reduce								
administrative or support							2	2
functions								
Restructure or reduce highly								
graded supervisory and non-			158	56			18	12
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on							1	1
STEM/programmatic priorities							1	1
Consolidate and streamline								
functions/activities/reduce			2	2			26	14
number of programs								
Total	0	0	160	58	0	0	47	29

1	king ground e Tanks	Acr Mult Approp	tiple				
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions		Max Offers as % of Office Workforce	Comments
				0	0		
				2	2		
5	2	8	6	189	76		
				0	0		
				1	1		
				28	16		
5	2	8	6	220	95	32%	

# ORD

	Science and		Environ	mental	000000000000000000000000000000000000000	800000000000000000000000000000000000000	Hazardous	
			Program and		Inland Oil Spill		Subst	ance
Appropriation	Techn	ology	Manag	Management		Programs		fund
	# of	300000000000000000000000000000000000000	# of		# of		# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor		2	0	_	0	0	0	^
to staff ratio)	2	2	0	0	0	0	0	0
Consolidate or reduce								
administrative or support	0	0	0	0	0	0	0	0
functions								
Restructure or reduce highly								
graded supervisory and non-	120	90	0	0	0	0	1	1
supervisory positions								
Restructure to focus on core								
business functions (administrative	0	0	0	0	0	0	0	0
support)								
Restructure to focus on	0	0	0	0	0	0	0	0
STEM/programmatic priorities	U	U	U	U	U	U	U	U
Consolidate and streamline						-		
functions/activities/reduce	11	11	0	0	0	0	1	1
number of programs								
Total	133	103	0	0	0	0	2	2

Under	king ground e Tanks	Acr Mult Approp	tiple		To		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
0	0	5	4	7	6	0.36%	Supv <=5
0	0	0	0	0	0	0.00%	
1	1	83	58	205	150	8.97%	Non-Supv 14-SES
0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0.00%	
0	0	15	15	27	27	1.61%	Vegas
1	1	103	77	239	183	10.94%	

### OW

	000000000000000000000000000000000000000	100000000000000000000000000000000000000	Environ	mental		180000000000000000000000000000000000000	Hazar	dous
	Scienc	e and	Program and		Inland Oil Spill		Substance	
Appropriation	Technology		Manag	Management		rams	Superfund	
	# of	***************************************	# of	***************************************	# of	***************************************	# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor			000000000000000000000000000000000000000			000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
to staff ratio)								
Consolidate or reduce								
administrative or support			77	6				
functions								
Restructure or reduce highly								
graded supervisory and non-			86	7				
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on			131	10				
STEM/programmatic priorities			131	10				
Consolidate and streamline						-	-	
functions/activities/reduce			97	7				
number of programs								
Total	0	0	391	30	0	0	0	0

Under	king ground e Tanks	Acr Mult Approp	tiple				
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions		Max Offers as % of Office Workforce	Comments
				0	0		
				77	6	13.3%	
				86	7	15.2%	
				0	0		
				131	10	22.6%	
				97	7	16.7%	
0	0	0	0	391	30	5.0%	

	***************************************	000000000000000000000000000000000000000	Environ	mental		000000000000000000000000000000000000000	Hazardous	
	Science and Technology		Program and		Inland Oil Spill		Substance	
Appropriation				Management		Programs		rfund
	# of		# of		# of		# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing								
supervisor to staff ratio)								
Consolidate or reduce								
administrative or support			4	2				
functions								
Restructure or reduce highly								
graded supervisory and non-	1	1	7	5			1	1
supervisory positions								
Restructure to focus on core								
business functions								
(administrative support)								
Restructure to focus on			22	5			5	4
STEM/programmatic priorities			22	ס			) )	4
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	1	1	33	12	0	0	6	5

Under	king ground e Tanks	Acr Mult Approp	tiple	Totals				
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions		Max Offers as % of Office Workforce		
	000000000000000000000000000000000000000	300000000000000000000000000000000000000		0	0	0.0%		
		5	3	g	5	0.9%		
		18	5	27	12	2.1%		
		3	2	3	2	0.4%		
		46	8	73	17	3.0%		
				0	0	0.0%		
0	0	72	18	112	36	6.3%		

#### Comments

Multiple Appropriations: EPM & Superfund

			Environmental				Hazardous	
	Scienc	e and	Progra	Program and		Inland Oil Spill		ance
Appropriation	Techn	ology	Manag	Management		Programs		rfund
	# of		# of		# of	***************************************	# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing	000000000000000000000000000000000000000		000000000000000000000000000000000000000	900000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000
supervisor to staff ratio)								
Consolidate or reduce								
administrative or support		0	5	5			8	8
functions								
Restructure or reduce highly								
graded supervisory and non-		0	54	5		0	10	2
supervisory positions								
Restructure to focus on core								
business functions								
(administrative support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce		0	9	6		0		0
number of programs								
Total	0	0	68	16	0	0	18	10

Under	king ground e Tanks	Acr Mult Approp					
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions		Max Offers as % of Office Workforce	Comments
				0	0		
		2	2	15	15		
	0	16	2	80	9		
				0	0		
				0	0		
	0				6		
0	0	18	4	104	30	4%	

		150000000000000000000000000000000000000	Environ	mental		000000000000000000000000000000000000000	Hazar	dous
	Scienc	e and	Progra	Program and		Oil Spill	Substance	
Appropriation	Technology		Manag	Management		rams	Superfund	
	# of		# of		# of		# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing	0	0	2.5	17			1.5	5
supervisor to staff ratio)	0	0	35	12	0	0	15	5
Consolidate or reduce								
administrative or support	0	0	22	11	0	0	13	10
functions								
Restructure or reduce highly								
graded supervisory and non-	0	0	143	45	2	2	60	20
supervisory positions								
Restructure to focus on core								
business functions	0	0	24	9	0	0	21	8
(administrative support)								
Restructure to focus on	0	0	0	0	0	0	0	0
STEM/programmatic priorities	U		U				U	
Consolidate and streamline								
functions/activities/reduce	0	0	0	0	0	0	0	0
number of programs								
Total	0	0	224	77	2	2	109	43

Leal Underg Storage	ground	Acr Mult Approp	tiple	Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions		Max Offers as % of Office Workforce	Comments
0	0	16	10	66	27	3.28%	Includes 2 SES positions.
0	0	20	11	55	32	3.88%	
0	0	34	13	239	80	9.71%	
0	0	6	3	51	20	2.43%	
0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0.00%	
0	0	76	37	411	159	19.30%	

	Scienc	e and		mental m and	Inland (	Oil Spill	Hazaı Subst	8
Appropriation	i e		Management		•	rams	Superfund	
	# of		# of		# of	***************************************	# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor								
to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Destruction and the fields								
Restructure or reduce highly								
graded supervisory and non-								
supervisory positions								
Restructure to focus on core								
business functions								
(administrative support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	0	0	0	0	0	0	0	0

Leal Underg Storage		Acr Mul <sup>:</sup> Approp	tiple		Tol	tals
# of		# of	***************************************	# of		
Targeted Positions	# of Max Offers	Targeted Positions		Targeted Positions		Max Offers as % of Office Workforce
				0	0	
		1	1	1	1	
				0	0	
		2	2	2	2	
		13	13	13	13	
		10	10	10	10	
0	0	26	26	26	26	3%

#### Comments

Improve flexibilities and efficiencies in addressing core mission functions by consolidating position functions into other administrative positions, technical positions and use of contracting support.

Realize efficiencies by combining administrative duties and automating functions.

Gain efficiencies through Lean process and other efficiency tools. Align resources to strengthen support of state programs. Realign resources to core regulatory duties. Replace outdated or obsolete skills and duties. Maximize use of advances in use of electronic information transfers and the increased focus on a narrower set of environmental conditions needing field evaluation.

Cooperative federalism. State enforcement programs in place, realigning direct enforcement to recognize efficiencies

Based on template data provided by HQs of 914 as of Apr 05, 2017

		380000000000000000000000000000000000000	Environ	mental		000000000000000000000000000000000000000	Hazardous	
	Scienc	e and	Program and		Inland Oil Spill		Substance	
Appropriation	Technology		Manag	Management		Programs		rfund
	# of	***************************************	# of		# of		# of	
	Targeted	# of Max	Targeted		Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor to staff ratio)	0	0	0	0	0	0	0	0
Consolidate or reduce								
administrative or support	0	0	6	6	0	0	0	0
functions								
Restructure or reduce highly								
graded supervisory and non-	0	0	10	8	0	0	3	2
supervisory positions								
Restructure to focus on core								
business functions	0	0	4	3	0	0	0	0
(administrative support)								
Restructure to focus on	0	0	49	27	1	1	16	5
STEM/programmatic priorities	U	U	49	21	1	1	10	5
Consolidate and streamline								
functions/activities/reduce	0	0	6	2	0	0	1	1
number of programs								
Total	0	0	75	46	1	1	20	8

Leal Underg Storage	ground	Acr Mult Approp	tiple	Totals				
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions		Max Offers as % of Office Workforce		
0	0	6	2	6	2	0.2%		
0	0	6	3	12	9	0.8%		
0	0	1	1	14	11	1.0%		
0	0	65	11	69	14	1.3%		
3	1	0	0	69	34	3.2%		
0	0	12	6	19	9	0.8%		
3	1	90	23	189	79	7.3%		

# Comments The mulitple appropriations positions are in the Office of External Communications and the Office of Regional Counsel (ORC). The mulitple appropriations positions are in the QA Lab and the ORC. The mulitple appropriations positions are in the Planning and Quality Assurance Group in the Office of Regional Administrator (ORA). The mulitple appropriations positions are in the Resources Management Division (RMD), ORA and ORC.

	980000000000000000000000000000000000000		Environ	mental		000000000000000000000000000000000000000	Hazaı	dous
	Science and		Program and		Inland Oil Spill		Substance	
Appropriation	Technology		Management		Programs		Superfund	
	# of		# of			# of		***************************************
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing	bacascaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	000000000000000000000000000000000000000	19	12	0	0	3	1
supervisor to staff ratio)			19	12	U	5	)	1
Consolidate or reduce								
administrative or support			9	6	0	0	1	1
functions								
Restructure or reduce highly								
graded supervisory and non-			31	14	0	0	18	9
supervisory positions								
Restructure to focus on core								
business functions			24	23	0	0	1	1
(administrative support)								
Restructure to focus on								
STEM/programmatic			26	24	0	0	0	0
priorities								
Consolidate and streamline								
functions/activities/reduce			26	27	1	1	33	22
number of programs								
Total	0	0	135	106	1	1	56	34

Under	king ground e Tanks	l	oss tiple riations		tals	
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions		Max Offers as % of Office Workforce
0	0	1	1	23	14	1.9
0	0	2	2	12	9	1.2
0	0	21	2	70	25	3.3
0	0	0	0	25	24	3.2
0	0	0	0	26	24	3.2
0	0	1	1	61	51	6.7
0	0	25	6	217	147	19.4

Comments
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions

		300000000000000000000000000000000000000	Environmental				Hazardous	
	Science and Technology		Program and		Inland Oil Spill		Substance	
Appropriation			Management		Programs		Superfund	
• • •	# of		# of		# of		# of	***************************************
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing	600000000000000000000000000000000000000	000000000000000000000000000000000000000		900000000000000000000000000000000000000				
supervisor to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Restructure or reduce highly								
graded supervisory and non-			62	17			22	3
supervisory positions								
Restructure to focus on core								
business functions			11	6				
(administrative support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	0	0	73	23	0	0	22	3

Under	Leaking Underground Storage Tanks		oss tiple riations	Totals			
# of Targeted Positions	# of Max Offers	# of Targeted # of Max Positions Offers		# of Targeted Positions		Max Offers as % of Office Workforce	
				0	0		
		3	1	3	1		
		59	12	143	32		
		13	6	24	12		
				0	0		
				0	0		
0	0	75	19	170	45	9%	

Comments
Estimated approximately 10% of the remaining
targeted positions after primary theme (row 7)
R7 Primary Theme - Very Accurate Estimate of targeted
positions.
Estimated approximately 90% of the remaining
targeted positions after primary theme (row 7)
A NA U. J. A
Across Multiple Appropriations involves 70%'B' 30%'T'
for R7

		100000000000000000000000000000000000000	Environmental			Hazardous		
	Science and Technology		Program and		Inland Oil Spill		Substance	
Appropriation							Superfund	
Appropriation	# of	ology	Management		Programs		<u> </u>	
		U - C B A -	# of	U - C N 4 -	# of	U - C B A -	# of	U - C B A -
	Targeted		Targeted			# of Max	_	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing								
supervisor to staff ratio)								
Consolidate or reduce								
administrative or support			3	2				
functions								
Restructure or reduce highly								
graded supervisory and non-			35	3	2	1	8	2
supervisory positions								
Restructure to focus on core								
business functions								
(administrative support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce								
number of programs								
Total	0	0	38	5	2	1	8	2

EPM=47.7 SF=12.85 Oil=0.45

Under	king ground e Tanks	Mult	Across Multiple propriations Totals				
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions		Max Offers as % of Office Workforce	Comments
				0	0		
				3	2	0.38%	
				45	6	1.15%	
				0	0		
				0	0		
				0	0		
0	0	0	0	48	8	1.53%	

### Region 9

			Environ	Environmental				dous
	Science and Technology		Program and Management		Inland Oil Spill Programs		Substance	
Appropriation							Superfund	
	# of		# of	***************************************	# of		# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing supervisor	800000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000		000000000000000000000000000000000000000	000000000000000000000000000000000000000
to staff ratio)								
Consolidate or reduce								
administrative or support			4	4				
functions								
Restructure or reduce highly								
graded supervisory and non-			2	2			1	1
supervisory positions								
Restructure to focus on core								
business functions (administrative								
support)								
Restructure to focus on			47	9			56	2
STEM/programmatic priorities			47	9			90	2
Consolidate and streamline								
functions/activities/reduce			52	2				
number of programs								
Total	0	0	105	17	0	0	57	3

Under	king ground e Tanks	Acr Mult Approp	tiple	Totals			
8		8		# of Targeted # of Max			
Positions	Offers	Positions	Offers	Positions	Offers	Office Workforce	
(0000000000000000000000000000000000000	000000000000000000000000000000000000000	4	2	4	2		
		1	1	5	5		
				3	3		
		1	1	104	12		
				52	2		
0	0	6	4	168	24	3.13%	

Comments
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
total Workforce 736

Region 10

		Environ	Environmental				dous	
	Science and		Program and		Inland Oil Spill		Substance	
Appropriation	Techn	ology	Management		Programs		Superfund	
	# of		# of		# of	*******************************	# of	
	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max	Targeted	# of Max
Theme	Positions	Offers	Positions	Offers	Positions	Offers	Positions	Offers
Delayering (increasing	000000000000000000000000000000000000000		900000000000000000000000000000000000000					
supervisor to staff ratio)								
Consolidate or reduce								
administrative or support								
functions								
Restructure or reduce highly								
graded supervisory and non-			2.5	1			2.3	1
supervisory positions								
Restructure to focus on core								
business functions			1	1				
(administrative support)								
Restructure to focus on			61.4	8.9			5.4	3.1
STEM/programmatic priorities			01.4	0.9			3.4	3,1
Consolidate and streamline								
functions/activities/reduce			12	4				
number of programs								
Total	0	0	76.9	14.9	0	0	7.7	4.1

Leaking Underground Storage Tanks		Mul	Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions		# of Targeted Positions		Max Offers as % of Office Workforce	Comments	
				0	0	0%		
				0	0	0%		
				4.8	2	0.4%		
				1	1	0.2%		
1	0			67.8	12	2.2%		
				12	4	0.7%		
1	0	0	0	85.6	19	3.5%		

		AO			OAR			OARM
	# of	***************************************	Max Offers as % of	# of		Max Offers as % of	# of	000000000000000000000000000000000000000
	8	# of Max			# of Max		# 01 Targeted #	of Max
Theme	Positions	Offers	workforce	Positions		workforce	Positions	Offers
Delayering (increasing supervisor to staff	***************************************	000000000000000000000000000000000000000	000000000000000000000000000000000000000		100000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	
ratio)								
Consolidate or reduce administrative or								
support functions								
Restructure or reduce highly graded								
supervisory and non-supervisory positions				**************************************				
Restructure to focus on core business								
functions (administrative support)								
Restructure to focus on								
STEM/programmatic priorities								
Consolidate and streamline								
functions/activities/reduce number of								
programs				**************************************				
Total	O	0		0	0		0	0
	# of		Max Offers as % of	# of		Max Offers as % of	# of	
		# of Max	/		# of Max		Targeted #	of Max
Appropriation	Positions	Offers	workforce	Positions			Positions	
Science and Technology	***************************************	000000000000000000000000000000000000000	000000000000000000000000000000000000000		100000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	100000000000000000000000000000000000000
Environmental Program and Management				00000000				
Inland Oil Spill Programs								
Hazardous Substance Superfund								
Leaking Underground Storage Tanks				20000000000000000000000000000000000000				
Inspector General								
Hazardous Waste Electronic Manifest								
System Fund				80000000				
Water Infrastructure Finance and								
Innovation Fund				B0000000				
Total								

		OCSPP			OECA			OEI			OGC
Max Offers as % of Office workforce	# of Targeted Positions			# of Targeted	# of Max		# of Targeted	# of Max	Max Offers as % of Office workforce	# of Targeted	
worktorce	POSITIONS	Offers	workforce	Positions	Offers	workforce	Positions	Offers	workforce	Positions	Offers
Max Offers as % of Office workforce	# of Targeted Positions	# of Max	Max Offers as % of Office workforce	# of Targeted	# of Max	Max Offers as % of Office workforce	# of Targeted	# of Max	Max Offers as % of Office workforce	# of Targeted	# of Max

		OIG			OITA	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce
	000000000000000000000000000000000000000	000000000000000000000000000000000000000		000000000000000000000000000000000000000	000000000000000000000000000000000000000	
	0	0		0	0	
Max Offers as % of Office workforce	# of	# of Max Offers	Max Offers as % of Office workforce	# of	# of Max	Max Offers as % of Office workforce
<u> </u>		***************************************	000000000000000000000000000000000000000	<u></u>	000000000000000000000000000000000000000	000000000000000000000000000000000000000

OCFO OCSPP

OECA

OEI

OGC

OIG OITA

OLEM ORD

ow

Region 2

Region 4

Region 6

Region 8

Region 10

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]; Scola, Jennifer[Scola.Jennifer@epa.gov]; Petrole, Maryann[Petrole.Maryann@epa.gov]; Collins, BJ[Collins.BJ@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Legare, Pamela[Legare.Pamela@epa.gov]; Neal, Kerry[neal.kerry@epa.gov]; Lynch, Mary-Kay[Lynch.Mary-Kay@epa.gov]; Franklin, Bruce[Franklin.Bruce@epa.gov]; Gantt, Adrienne[Gantt.Adrienne@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]

From: Jablonski, Janice Sent: Fri 6/9/2017 2:56:58 PM Subject: FW: Joint SSC SharePoint Site



All: I have requested that all of you have access to this new SharePoint Site. It provides the current consolidated Agency guidance on hiring and other personnel actions. It is for reference purposes only. You should be added by Monday. Let me know if you have any questions.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (Cell)

From: Bonner, Jerome

**Sent:** Thursday, June 08, 2017 3:53 PM

To: Milton, Laura < Milton. Laura@epa.gov>; Smith, Susan < Smith. Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Sanders, Amy

<Sanders.Amy@epa.gov>; Breneman, Sara <bre> <bre> <bre>Sanders.Amy@epa.gov>; Price, Patricia

<price.patricia@epa.gov>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Hitchens, Lynnann <a href="mailto:shiftens.lynnann@epa.gov"></a>; Badalamente, Mark <Badalamente.Mark@epa.gov</a>; Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Kaplan, Robert

<kaplan.robert@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Buhl, Rick
<Buhl.Rick@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>
Subject: Joint SSC SharePoint Site

Dear Colleagues,

The HR SSCs have created a SharePoint site with consolidated Agency guidance on hiring and other personnel actions. The site provides the most up to date information regarding personnel actions that require approval and the requisite approval level. The information on this page has been vetted through OARM management to ensure that it is consistent with current agency requirements.

The use of SharePoint enables the SSCs to update the materials expeditiously as new information is acquired or revisions made to original guidance. As examples, we have added guidance pertaining to hiring restrictions and restrictions to reassignments involving VERA/VSIP positions.

Emails will be sent through SharePoint when information and/guidance is revised. Please reference this site as you consider decisions on personnel actions.

Please let me know if there are additional staff members who should have access to the site.

https://usepa.sharepoint.com/sites/oarm\_Work/OARM-RTP-Work/HRMD-Work/Pages/Hiring%20and%20Processing%20Guidance.aspx [Works best when you "right click" and select 'Open Hyperlink] **Thanks** 

JB

Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

**Cincinnati Human Resources Shared Service Center** 

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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From: Showman, John [Showman.John@epa.gov]

**Sent**: 5/26/2017 2:24:18 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti

[Corbett.Krysti@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Carpenter,

Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

Subject: Re: SSC Schedule

I sent a message to Arron and rick yesterday giving them a heads up.

Sent from my iPhone

On May 26, 2017, at 9:30 AM, Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>> wrote:

FYI—Loretta and I updated the schedule and it is def compressed. Please take a look. Scared to share it with the SSCs LOL! Do you think workable? Thanks!

From: Hunt, Loretta

Sent: Thursday, May 25, 2017 6:38 PM To: Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>

Subject: RE: SSC Schedule

My stab at the timeline

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hart, Debbi

**Sent:** Thursday, May 25, 2017 5:28 PM **To:** Hunt, Loretta < <u>Hunt.Loretta@epa.gov</u>>

**Subject:** SSC Schedule **Importance:** High

Uh oh! Should've provided official notice in April! LOL

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

<DraftSSC Schedule V-V May2017 .docx>

To: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Cunningham, Bisa

**Sent:** Thur 7/27/2017 8:38:23 PM

Subject: FW: Questions About Post V/V Actions

**FYSA** 

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

**Environmental Protection Agency** 

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: Ex. 6 - Personal Privacy

Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta

Sent: Thursday, July 27, 2017 3:58 PM

**To:** Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov> **Cc:** Cunningham, Bisa < cunningham.bisa@epa.gov>; Parker, Gary < parker.gary@epa.gov>

Subject: Questions About Post V/V Actions

Donna/John,

I met with the SSC Directors today and the following questions were asked:

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Whatever is decided will need to be communicated to the HR Community and agency senior managers.

We can discuss further when you have time. Thanks.

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Hitchens, Lynnann

**Sent:** Tue 4/18/2017 11:41:23 AM

Subject: RE: EPA Workforce Reshaping Information

Can I invite Debbi in case there are questions about these materials at today's ARA call?

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Monday, April 17, 2017 7:29 PM

**To:** Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">hitchens.lynnann@epa.gov</a> **Subject:** FW: EPA Workforce Reshaping Information

Importance: High

I'm sure there will be questions/discussion on this at the ARA-OARM call, will anyone from OARM be available to answer questions?

Thanks,

Andrea

### Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy

westenberger.andrea@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 2:01 PM

**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career < DAACareer@epa.gov >; DRA < DRA@epa.gov >; ARA < ARA@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, officespecific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the VERA/VSIP Checklist and follow the instructions there to complete your office's 2-page business case. You must also populate the Targeted Positions Template Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

- 1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
- 2. Completed Targeted Positions Template for your office (Excel file attached)
- 3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

### List of Attachments

- 1. V-V Business Case Checklist Follow checklist to complete your two-page business case.
- 2. Targeted Positions Template Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
- 3. VERA/VSIP Overview PowerPoint review for a quick refresh on V/V authorities and a description of this year's submittal process.
- 4. Guiding Questions suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
- 5. Example Theme and Justifications an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V

justifications.

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

To: Mairose, Sue[Mairose.Sue@epa.gov]; Thomas, Cheryl[Thomas.Cheryl@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Bonner, Jerome

**Sent:** Fri 6/16/2017 5:48:57 PM

**Subject:** V/V Training Slides for Next Week



Sue/Cheryl

Please send the V/V Overview training slides to Loretta and Debbi today.

Thanks

Jb

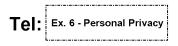
Jerome W. Bonner

**Environmental Protection Agency** 

Office of Administration and Resources Management - Cincinnati

**Director, Human Resources** 

Cincinnati Human Resources Shared Service Center



Mobile: 513.518.4849

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communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 3/24/2017 2:21:53 PM

To: Cooper, Marian [Cooper.Marian@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: Workforce Reshaping RIF

Yes—I think they should have the latest.

From: Cooper, Marian

**Sent:** Friday, March 24, 2017 10:02 AM **To:** Hart, Debbi <a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Subject: RE: Workforce Reshaping RIF

### So – I need the final from John or Donna, right?

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



From: Hart, Debbi

**Sent:** Thursday, March 23, 2017 5:14 PM **To:** Cooper, Marian < Cooper, Marian@epa.gov > **Cc:** Carpenter, Wesley < Carpenter, Wesley@epa.gov >

Subject: FW: Workforce Reshaping RIF

The RIF piece that John tweaked.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Showman, John

Sent: Tuesday, March 21, 2017 1:49 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>

**Cc:** Helm, Arron < Helm.Arron@epa.gov >; Hart, Debbi < Hart.Debbi@epa.gov >

**Subject:** Workforce Reshaping RIF

This is what Arron/Debbi sent with the V/V info. I changed to reflect OARM (vs SSC/ERD).

From: Cooper, Marian [Cooper.Marian@epa.gov]

**Sent**: 3/24/2017 2:01:35 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: Workforce Reshaping RIF

### So – I need the final from John or Donna, right?

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



From: Hart, Debbi

Sent: Thursday, March 23, 2017 5:14 PM

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Subject: FW: Workforce Reshaping RIF

The RIF piece that John tweaked.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Showman, John

**Sent:** Tuesday, March 21, 2017 1:49 PM **To:** Vizian, Donna < <u>Vizian. Donna@epa.gov</u>>

Cc: Helm, Arron < Helm. Arron@epa.gov >; Hart, Debbi < Hart. Debbi@epa.gov >

Subject: Workforce Reshaping RIF

This is what Arron/Debbi sent with the V/V info. I changed to reflect OARM (vs SSC/ERD).

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 3/23/2017 10:06:53 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Re: Workforce Assignment

Thank you

Sent from my iPhone

On Mar 23, 2017, at 4:14 PM, Hunt, Loretta < Hunt, Loretta@epa.gov > wrote:

Linda,

I'm working on the reassignment document and will send that before I leave today. I expect to deliver the RIF policy cross-check next week.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Gray, Linda

**Sent:** Thursday, March 23, 2017 3:42 PM **To:** Hunt, Loretta < <u>Hunt.Loretta@epa.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >

Subject: RE: Workforce Assignment

I gave the attached documents to John and Donna.

### Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hunt, Loretta

Sent: Wednesday, March 22, 2017 6:28 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Hart, Debbi <a href="mailto:hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>

Subject: Workforce Assignment

Linda, per today's meeting.

- 1. <!--[if !supportLists]--><!--[endif]-->VERA/VSIP checklist is attached. This addresses Donna' question about what must be identified (series, grades, locations, etc.) in the agency's business case.
- 2. <!--[if!supportLists]--><!--[endif]-->Competitive area and level overviews attached.
- 3. <!--[if !supportLists]--><!--[endif]--> **Ex. 5 Deliberative Process**

# Ex. 5 - Deliberative Process

4. <!--[if !supportLists]--><!--[endif]-->

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 3/23/2017 9:14:18 PM

To: Cooper, Marian [Cooper.Marian@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: FW: Workforce Reshaping RIF **Attachments**: Workforce Reshaping RIF.docx

The RIF piece that John tweaked.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Showman, John

**Sent:** Tuesday, March 21, 2017 1:49 PM **To:** Vizian, Donna < Vizian. Donna@epa.gov>

Cc: Helm, Arron <Helm.Arron@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Workforce Reshaping RIF

This is what Arron/Debbi sent with the V/V info. I changed to reflect OARM (vs SSC/ERD).

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 5/2/2017 11:33:14 AM

**To**: Lemley, Lauren [Lemley.Lauren@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]

Subject: RE: OHR Information re: Workforce Reshaping

Lauren,

I updated the chart below.

### Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Lemley, Lauren

Sent: Monday, May 01, 2017 4:11 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: OHR Information re: Workforce Reshaping

Hi Linda/Wes,

### Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks!

# Ex. 5 - Deliberative Process

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Cooper, Marian [Cooper.Marian@epa.gov]

**Sent**: 4/5/2017 2:17:30 PM

**To**: Showman, John [Showman.John@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Gray, Linda [gray.linda@epa.gov];

Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]

Subject: Re: EMC Follow-up

Let me know how Matt and I can help.

Sent from my iPhone

On Apr 5, 2017, at 10:15 AM, Showman, John <<u>Showman.John@epa.gov</u>> wrote:

I would suggest OHR work on pulling together info and sample report(s) and we look to connect early next week when Donna is back to make sure we are good.

Sent from my iPhone

On Apr 5, 2017, at 10:13 AM, Hart, Debbi < Hart.Debbi@epa.gov> wrote:

We have the V/V eligibility reports for each program and regional office. We can also look through ALL the related info we have in out V/V toolkit to find relevant guidance for folks. We can pull items and share with you in advance. DH

Sent from my iPhone

On Apr 5, 2017, at 9:44 AM, Showman, John <\$howman.John@epa.gov> wrote:

I think Debbi and Jason have been preparing the individual reports for programs and regions. If they are ready we should try and get the info out early next week.

Sent from my iPhone

On Apr 5, 2017, at 9:41 AM, Vizian, Donna < <u>Vizian.Donna@epa.gov</u>> wrote:

No date specific but folks are anxious

On Apr 5, 2017, at 9:33 AM, Cooper, Marian <Cooper.Marian@epa.gov> wrote:

As a result of the VERA/VSIP discussion at the EMC yesterday, Donna agreed to send the EMC members a template and data for each organization. I have attached what may have been the template we used in 2013.

Donna – did you commit to a date when they would receive this information?

### Thanks, Marian

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources
Management
William Jefferson Clinton Federal BuildingNORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233
<image003.png>

From: Lemley, Lauren [Lemley.Lauren@epa.gov]

**Sent**: 5/1/2017 8:11:28 PM

To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: OHR Information re: Workforce Reshaping

Hi Linda/Wes,

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks!

# Ex. 5 - Deliberative Process

Lauren Lemley Office of Resources, Operations and Management, OARM 202-564-1290 From: Showman, John [Showman.John@epa.gov]

**Sent**: 4/5/2017 2:15:34 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]

Subject: Re: EMC Follow-up

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Sent from my iPhone

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Donna – did you commit to a date when they would receive this information?

Thanks, Marian

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233 <image003.png>

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/5/2017 2:13:21 PM

**To**: Showman, John [Showman.John@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]

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Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233
<image003.png>

From: Showman, John [Showman.John@epa.gov]

**Sent**: 4/5/2017 1:44:55 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Cooper, Marian [Cooper.Marian@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]

Subject: Re: EMC Follow-up

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Thanks, Marian

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233
<image003.png>

From: Cooper, Marian [Cooper.Marian@epa.gov]

**Sent**: 4/5/2017 1:44:06 PM

**To**: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi

[Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]

Subject: RE: EMC Follow-up

Do you have any more guidance on these reports or is it basically what we have provided to them in the past?

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



From: Vizian, Donna

**Sent:** Wednesday, April 05, 2017 9:41 AM **To:** Cooper, Marian < Cooper. Marian@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi

<Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>

Subject: Re: EMC Follow-up

No date specific but folks are anxious

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Donna – did you commit to a date when they would receive this information?

Thanks, Marian

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233
<image003.png>

<EPA VERA-VSIP Template Rev.doc>

#### Message

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 4/5/2017 1:40:59 PM

To: Cooper, Marian [Cooper.Marian@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi

[Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]

**Subject**: Re: EMC Follow-up

No date specific but folks are anxious

On Apr 5, 2017, at 9:33 AM, Cooper, Marian < Cooper. Marian@epa.gov> wrote:

As a result of the VERA/VSIP discussion at the EMC yesterday, Donna agreed to send the EMC members a template and data for each organization. I have attached what may have been the template we used in 2013.

Donna – did you commit to a date when they would receive this information?

Thanks, Marian

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233
<image003.png>

<EPA VERA-VSIP Template Rev.doc>

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]
Cc: Burbach, Joseph[burbach.joseph@epa.gov]

From: Gray, Linda

**Sent:** Mon 5/1/2017 11:42:53 AM

Subject: FW: List of IT Functional Areas for Analysis

Wes,

Here are the series I am planning to send to Lynnann for VERA/VSIP:

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Let me know if this captures what was discussed in last week's meeting.

### Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

#### (202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Friday, April 28, 2017 12:48 PM **To:** Gray, Linda <gray.linda@epa.gov>

Cc: Lemley, Lauren < Lemley. Lauren@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Subject: RE: List of IT Functional Areas for Analysis

Yes, that's fine.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Gray, Linda

**Sent:** Friday, April 28, 2017 11:42 AM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov>

Cc: Lemley, Lauren < Lemley, Lauren@epa.gov >; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>>

Subject: RE: List of IT Functional Areas for Analysis

Ok, does Monday or Tuesday work for getting you both of these back?

### Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

Sent: Friday, April 28, 2017 11:01 AM To: Gray, Linda <a href="mailto:sqray.linda@epa.gov">sqray.linda@epa.gov</a>>

Cc: Lemley, Lauren < Lemley.Lauren@epa.gov > Subject: RE: List of IT Functional Areas for Analysis

Linda –

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Gray, Linda

Sent: Friday, April 28, 2017 10:55 AM

**To:** Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">hitchens.lynnann@epa.gov</a>> **Subject:** RE: List of IT Functional Areas for Analysis

Thanks Lynnann

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

### Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Friday, April 28, 2017 9:47 AM

**To:** Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Carter, Rick <<u>Carter.Rick@epa.gov</u>>; Collins, BJ <<u>Collins.BJ@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Hardy, Michael <<u>Hardy.Michael@epa.gov</u>>; Helm, Arron <<u>Helm.Arron@epa.gov</u>>; Hitchens, Lynnann

<<u>hitchens.lynnann@epa.gov</u>>; Lynch, Mary-Kay <<u>Lynch.Mary-Kay@epa.gov</u>>; Legare, Pamela

<Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Noga, Vaughn

< Noga. Vaughn@EPA.GOV >; Patrick, Kimberly < Patrick.Kimberly@epa.gov >; Petrole,

Maryann < Petrole.Maryann@epa.gov >; Polk, Denise < Polk.Denise@epa.gov >; Scola, Jennifer < Scola.Jennifer@epa.gov >

Subject: FW: List of IT Functional Areas for Analysis

Jan put together this suggested list of functions with input from the Office IT leads.

These are just examples. They may, or may not apply to your organizations.

#### Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Jablonski, Janice

Sent: Thursday, April 27, 2017 11:03 AM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov >; Hardy, Michael

< Hardy. Michael @epa.gov>

Subject: List of IT Functional Areas for Analysis

Lynnann/Michael: below is my initial list of functional areas for IT personnel. Please modify as appropriate. This needs to be sent to the Directors as follow-up to yesterday. Thanks.

Hosting

Infrastructure management

Application development and testing

System management/maintenance

System development

System administration

System security admin

Database development

Database admin

Reporting Business process management/analysis Management/oversight IT Project management IT-related contract management (including web services) Web development Web oversight/maintenance Purchasing/acquisition Help desk Jan Jablonski, Director Administrative Operations and Stewardship Division Office of Resources, Operations and Management Office of Administration and Resources Management 3102A Room 3353A WJCN (202) 564-9922

Ex. 6 - Personal Privacy (cell)

#### Message

From: Cooper, Marian [Cooper.Marian@epa.gov]

**Sent**: 4/5/2017 1:33:26 PM

To: Gray, Linda [gray,linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi

[Hart.Debbi@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Bell, Matthew

[Bell.Matthew@epa.gov]

Subject: EMC Follow-up

Attachments: EPA VERA-VSIP Template Rev.doc

Importance: High

As a result of the VERA/VSIP discussion at the EMC yesterday, Donna agreed to send the EMC members a template and data for each organization. I have attached what may have been the template we used in 2013.

Donna – did you commit to a date when they would receive this information?

#### Thanks, Marian

Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/28/2017 5:14:25 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

**CC**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Re: Answers to ARA questions on V-V

Looks great Loretta. Copying Wes to keep him in the loop.

Sent from my iPhone

On Apr 27, 2017, at 3:54 PM, Hunt, Loretta < Hunt, Loretta@epa.gov > wrote:

Debbi, if you have time to review. I tried to keep it simple.

---

Donna,

The ARAs and HR Community had some questions about V-V that Debbi and I needed to research. We spoke with Mike Mahoney Thursday about the last two.

Do you want to send this information to program and regional senior management?

1. <!--[if !supportLists]--><!--[endif]-->Question: What format should offices use for the org charts?

**Answer**: PowerPoint. The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

2. <!--[if !supportLists]--><!--[endif]-->Question: Does an organization need to submit a proposed PD up front if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

**Answer**: No. The program must provide details about the proposed changes to the position in the business case.

3. <!--[if !supportLists]--><!--[endif]-->Question: What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

# Ex. 5 - Deliberative Process

Example

# Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: <u>hunt.loretta@epa.gov</u> To: Gray, Linda[gray.linda@epa.gov]

Cc: Lemley, Lauren[Lemley.Lauren@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Hitchens, Lynnann Sent: Fri 4/28/2017 4:48:12 PM

Subject: RE: List of IT Functional Areas for Analysis

Yes, that's fine.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Gray, Linda

Sent: Friday, April 28, 2017 11:42 AM

**To:** Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">

Cc: Lemley, Lauren < Lemley. Lauren@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Subject: RE: List of IT Functional Areas for Analysis

Ok, does Monday or Tuesday work for getting you both of these back?

### Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

Sent: Friday, April 28, 2017 11:01 AM To: Gray, Linda <a href="mailto:sqray.linda@epa.gov">sqray.linda@epa.gov</a>>

Cc: Lemley, Lauren < Lemley.Lauren@epa.gov > Subject: RE: List of IT Functional Areas for Analysis

Linda -

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Gray, Linda

Sent: Friday, April 28, 2017 10:55 AM

**To:** Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">hitchens.lynnann@epa.gov</a>> **Subject:** RE: List of IT Functional Areas for Analysis

Thanks Lynnann. When do we need to get back to you with names beside the actual functions. Do you still need us to send you which positions we want to include in VERA/VSIP or are you good?

### Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

Sent: Friday, April 28, 2017 9:47 AM

**To:** Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Carter, Rick <<u>Carter.Rick@epa.gov</u>>; Collins, BJ <<u>Collins.BJ@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Hardy, Michael <<u>Hardy.Michael@epa.gov</u>>; Helm, Arron <<u>Helm.Arron@epa.gov</u>>; Hitchens, Lynnann

<a href="mailto:slynnann@epa.gov">; Lynch, Mary-Kay < Lynch.Mary-Kay@epa.gov">; Legare, Pamela</a>

<Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Noga, Vaughn

<Noga. Vaughn@EPA.GOV>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Petrole,

Maryann < Petrole Maryann@epa.gov >; Polk, Denise < Polk Denise@epa.gov >; Scola, Jennifer

<Scola.Jennifer@epa.gov>

Subject: FW: List of IT Functional Areas for Analysis

Jan put together this suggested list of functions with input from the Office IT leads.

These are just examples. They may, or may not apply to your organizations.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

From: Jablonski, Janice

Sent: Thursday, April 27, 2017 11:03 AM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov >; Hardy, Michael

< Hardy Michael@epa.gov>

Subject: List of IT Functional Areas for Analysis

Lynnann/Michael: below is my initial list of functional areas for IT personnel. Please modify as appropriate. This needs to be sent to the Directors as follow-up to yesterday. Thanks.

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System development

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System security admin

Database development

Database admin

Reporting

Business process management/analysis

Management/oversight

IT Project management

IT-related contract management (including web services)
Web development
Web oversight/maintenance
Purchasing/acquisition

Help desk

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

**To:** Hitchens, Lynnann[hitchens.lynnann@epa.gov]

**Cc:** Lemley, Lauren[Lemley.Lauren@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Gray, Linda

**Sent:** Fri 4/28/2017 3:42:04 PM

Subject: RE: List of IT Functional Areas for Analysis

Ok, does Monday or Tuesday work for getting you both of these back?

### Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Friday, April 28, 2017 11:01 AM **To:** Gray, Linda <gray.linda@epa.gov>

Cc: Lemley, Lauren < Lemley.Lauren@epa.gov>
Subject: RE: List of IT Functional Areas for Analysis

Linda -

### Ex. 5 - Deliberative Process

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## Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

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**To:** Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">hitchens.lynnann@epa.gov</a>> **Subject:** RE: List of IT Functional Areas for Analysis

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Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Friday, April 28, 2017 9:47 AM

**To:** Carpenter, Wesley < Carpenter. Wesley @epa.gov >; Carter, Rick < Carter. Rick @epa.gov >;

Collins, BJ <<u>Collins.BJ@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Hardy, Michael <<u>Hardy.Michael@epa.gov</u>>; Helm, Arron <<u>Helm.Arron@epa.gov</u>>; Hitchens, Lynnann <<u>hitchens.lynnann@epa.gov</u>>; Lynch, Mary-Kay <<u>Lynch.Mary-Kay@epa.gov</u>>; Legare, Pamela <<u>Legare.Pamela@epa.gov</u>>; Neal, Kerry <<u>neal.kerry@epa.gov</u>>; Noga, Vaughn <<u>Noga.Vaughn@EPA.GOV</u>>; Patrick, Kimberly <<u>Patrick.Kimberly@epa.gov</u>>; Petrole, Maryann <<u>Petrole.Maryann@epa.gov</u>>; Polk, Denise <<u>Polk.Denise@epa.gov</u>>; Scola, Jennifer <Scola.Jennifer@epa.gov>

Subject: FW: List of IT Functional Areas for Analysis

Jan put together this suggested list of functions with input from the Office IT leads.

These are just examples. They may, or may not apply to your organizations.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Jablonski, Janice

Sent: Thursday, April 27, 2017 11:03 AM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov>; Hardy, Michael

< Hardy. Michael @epa.gov>

Subject: List of IT Functional Areas for Analysis

Lynnann/Michael: below is my initial list of functional areas for IT personnel. Please modify as appropriate. This needs to be sent to the Directors as follow-up to yesterday. Thanks.

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System development
System administration
System security admin
Database development
Database admin
Reporting
Business process management/analysis
Management/oversight
IT Project management
IT-related contract management (including web services)
Web development
Web oversight/maintenance
Purchasing/acquisition
Help desk
Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management

Application development and testing

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/28/2017 12:22:34 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: Re: Request to telework-

I see you are out too. So I have to finish some V/V items

Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

Ex.5 Deliberative Process! Oh and I need to set up my outgoing messages! Our flight goes this afternoon so I have time. I will track my hours and keep you posted- probably not more than two but I also teleworked two hours yesterday after the school appt! Thx. D

Sent from my iPhone

> On Apr 28, 2017, at 7:54 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

> Wes - I still need to wrap up a few things from last night. I'd like to request telework for two hours today to finish them. Will call to explain. Thanks. Debbi

> Sent from my iPhone

#### Message

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 3/23/2017 5:25:02 PM

To: Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Schwartz, Barbara [Schwartz.Barbara@epa.gov]; Shanahan, Katherine

[Shanahan.Katherine@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]; Milton, Laura

[Milton.Laura@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta

[Hunt.Loretta@epa.gov]

CC: Smith-Starckey, Tracye [Smith-Starckey.Tracye@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Carpenter,

Wesley [Carpenter.Wesley@epa.gov]

Subject: FW: OIG Report: "EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued

Monitoring of Progress Can Show Value of Restructuring"

Attachments: \_epaoig\_20170323-17-P-0140\_cert.pdf; ATT00001.htm

All-

FYI--hot off the press, the final report from OIG.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Showman, John

Sent: Thursday, March 23, 2017 10:36 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Subject: Fwd: OIG Report: "EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and

Continued Monitoring of Progress Can Show Value of Restructuring"

#### Sent from my iPhone

#### Begin forwarded message:

From: "OIG News" < OIG.News@epa.gov>
To: "Vizian, Donna" < Vizian.Donna@epa.gov>

Cc: "Pruitt, Scott" < <a href="mailto:Pruitt.Scott@epa.gov">Pruitt.Scott@epa.gov">Pruitt.Scott@epa.gov</a>, "Starfield, Lawrence" < <a href="mailto:Starfield.Lawrence@epa.gov">Starfield.Lawrence@epa.gov</a>, "Starfield, Lawrence" < <a href="mailto:Starfield.Lawrence@epa.gov">Starfield.Lawrence@epa.gov</a>, "Bloom, David" < <a href="mailto:Bloom.David@epa.gov">Bloom.David@epa.gov</a>, "Rutherford, Debbie" < <a href="mailto:Rutherford.Deborah@epa.gov">Rutherford.Deborah@epa.gov</a>, "Deane, Benita" < <a href="mailto:Deane.Benita@epa.gov">Deane.Benita@epa.gov</a>, "Anthony, Sherri"

MarkT" < Howard. Markt@epa.gov >, "Trent, Bobbie" < Trent. Bobbie@epa.gov >, "Minoli, Kevin"

<<u>Minoli.Kevin@epa.gov</u>>, "Richardson, RobinH" <<u>Richardson.RobinH@epa.gov</u>>, "Hull, George"

< Hull.George@epa.gov>, "Valentine, Julia" < Valentine.Julia@epa.gov>, "Szaro, Deb"

<<u>Szaro.Deb@epa.gov</u>>, "Heard, Anne" <<u>Heard.Anne@epa.gov</u>>, "Chu, Ed" <<u>Chu.Ed@epa.gov</u>>,

"Showman, John" <Showman\_John@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>,

"Hardy, Michael" <Hardy.Michael@epa.gov>, "Cuscino, Glen" <Cuscino.Glen@epa.gov>, "Lemley,

Lauren" < Lemley. Lauren@epa.gov>, "Spriggs, Gwendolyn" < Spriggs. Gwendolyn@epa.gov>, "Moore,

Steven" < Moore.Steven@epa.gov>, "Johnson, Kathie" < Johnson.Kathie@epa.gov>, "Eubanks, Kristy" < Eubanks.Kristy@epa.gov>, "Finazzo, Kathy" < Finazzo.Kathy@epa.gov>, "Bataille, Valerie" < Bataille, Valerie@epa.gov>

Subject: OIG Report: "EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring"

Attached is the EPA Office of Inspector General (OIG) report, EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring (Report No. 17-P-0140). This report will be available to the public on the OIG's website at <a href="https://www.epa.gov/oig">www.epa.gov/oig</a>.



### OFFICE OF INSPECTOR GENERAL

### Spending Taxpayer Dollars

# EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

Report No. 17-P-0140

March 23, 2017



**Report Contributors:** Tim Roach

Rodney Rice Ben Beeson Leon Carter Eric Lewis

CFR Code of Federal Regulations

EPA U.S. Environmental Protection Agency

FTE Full-Time Equivalent

FY Fiscal Year

OARM Office of Administration and Resources Management OECA Office of Enforcement and Compliance Assurance

OHR Office of Human Resources
OIG Office of Inspector General

OPM U.S. Office of Personnel Management

OW Office of Water U.S.C. United States Code

VERA Voluntary Early Retirement Authority
VSIP Voluntary Separation Incentive Payment

**Cover image:** An illustration of early-out/buyout incentives and related annual leave paid in

2014 as a result of VERA-VSIP activities. (EPA OIG image)

### Are you aware of fraud, waste or abuse in an EPA program?

#### **EPA Inspector General Hotline**

1200 Pennsylvania Avenue, NW (2431T) Washington, DC 20460 (888) 546-8740 (202) 566-2599 (fax)

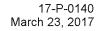
OIG\_Hotline@epa.gov

Learn more about our OIG Hotline.

#### **EPA Office of Inspector General**

1200 Pennsylvania Ävenue, NW (2410T) Washington, DC 20460 (202) 566-2391 www.epa.gov/oig

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Follow us on Twitter <u>@EPAoig</u>
Send us your <u>Project Suggestions</u>





# U.S. Environmental Protection Agency Office of Inspector General

# At a Glance

#### Why We Did This Review

This report addresses the U.S. Environmental Protection Agency's (EPA's) progress toward workforce restructuring goals after EPA employees accepted payments of up to \$25,000 in 2014 to separate from federal employment. The U.S. Office of Personnel Management (OPM) gave the EPA buyout authority through Voluntary Early Retirement Authority (VERA, or "early out") and Voluntary Separation Incentive Payment Authority (VSIP, or "buyout") so it could downsize and restructure its workforce. Once an agency's VERA-VSIP plan gets approved, the agency should administer the VERA-VSIP plan as approved by OPM.

The EPA paid \$11.3 million in incentives in 2014 to get 456 employees to voluntarily leave the agency. EPA's other VERA-VSIP goals included reducing surplus positions, decreasing the staff-per-supervisor ratio, and reducing the pay grades of targeted positions.

# This report addresses the following EPA goal or cross-agency strategy:

 Embracing EPA as a highperforming organization.

Send all inquiries to our public affairs office at (202) 566-2391 or visit <a href="https://www.epa.gov/oig">www.epa.gov/oig</a>.

Listing of OIG reports.

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

#### What We Found

The EPA used its VERA-VSIP authority to buy out employees in certain targeted positions. This helped the agency accomplish certain restructuring goals, including reducing the size of program and regional offices, reducing the number of highly graded positions, and eliminating surplus positions.

Monitoring results of workforce restructuring activities informs decisions about the value and benefits of employee buyout incentives.

Although progress has been made in filling positions designated for restructuring under VERA-VSIP, not all workforce restructuring goals had been achieved at the time we concluded our review. Two of five EPA organizations we reviewed reported that all the VERA-VSIP-vacated positions planned for restructuring had been filled. Overall, approximately 80 percent of the positions (57 of 73) in our sample targeted for restructuring had been filled.

Other VERA-VSIP goals—such as increasing the number of staff per supervisor and obtaining staff with new skill sets—were also not complete at the time we concluded our review. Further, there are limitations in determining whether goals for increasing the staff-per-supervisor ratio and changing organizational structure were met, because some EPA organizations did not specify a metric for their goals or an identifiable end point for restructuring. Specific metrics were not required by OPM.

The EPA complied with OPM's reporting requirements during and immediately after the completion of the early-outs and buyouts. In addition, the agency developed "hiring templates," which were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions. However, the agency did not have a system to monitor its progress in achieving all of the remaining VERA-VSIP goals. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce restructuring tool.

#### **Recommendations and Agency Corrective Actions**

We made two recommendations to the Assistant Administrator for Administration and Resources Management to monitor the remaining VERA-VSIP activities and determine the value of VERA-VSIP as a workforce tool. The Office of Administration and Resources Management concurred with both recommendations and provided sufficient corrective actions, which have been completed.



#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

March 23, 2017

#### **MEMORANDUM**

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, **SUBJECT:** 

and Continued Monitoring of Progress Can Show Value of Restructuring

Report No. 17-P-0140 Ather a. Elhil.

Arthur A. Elkins Jr. FROM:

TO: Donna Vizian, Acting Assistant Administrator

Office of Administration and Resources Management

This is our report on the review conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). The project number for this review was OPE-FY14-0049. This report contains findings that describe the problems the OIG has identified and corrective actions the OIG recommends. This report represents the opinion of the OIG and does not necessarily represent the final EPA position. Final determinations on matters in this report will be made by EPA managers in accordance with established audit resolution procedures.

#### **Action Required**

In accordance with EPA Manual 2750, you provided acceptable corrective actions and milestone dates for Recommendations 1 and 2. Both recommendations are considered resolved and closed. You are not required to provide a written response to this final report. Should you choose to provide a final response, we will post your response on the OIG's public website, along with our memorandum commenting on your response. Your response should be provided as an Adobe PDF file that complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The final response should not contain data that you do not want to be released to the public; if your response contains such data, you should identify the data for redaction or removal along with corresponding justification.

We will post this report to our website at www.epa.gov/oig.

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# Chapter 1 Introduction

### **Purpose**

We reviewed actions taken by the U.S. Environmental Protection Agency (EPA) for its fiscal year (FY) 2014 Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) activities to assess agency workforce restructuring progress. We addressed four questions:

- 1. What workforce restructuring goals were identified by program and regional offices?
- 2. How consistent were these goals across the agency?
- 3. What progress have the offices made in executing their restructuring plans?
- 4. Did the major offices achieve their goals in restructuring the organization?

### Background

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs (under VERA) and buyouts (under VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Further, it challenged the EPA's ability to acquire new talent, build diversity in its

staff, develop new skills, and provide all of the necessary tools to do the job of protecting human health and the environment.

VERA and VSIP are options for increasing voluntary attrition in agencies that are downsizing or restructuring. With U.S. Office of Personnel Management (OPM) approval, federal agencies can grant early-outs to temporarily lower the age and service requirements to increase the number of employees eligible for retirement from the federal government. Similarly, with OPM approval,

Several conditions apply to a VERA-VSIP plan. Specifically:

- The plan must include identification of the specific positions to be reduced or eliminated by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position.
- Only positions to be restructured in the approved plan may be refilled.
- Agencies are required to administer the plan as approved.
- 4 Only OPEN can approve an endinents

agencies can grant buyouts—lump-sum payments of up to \$25,000 to each employee—as an incentive to voluntarily leave the federal government. Section 1313 of the Chief Human Capital Officers Act of 2002 authorized VERA and VSIP options as regulated by OPM and codified in Title 5 U.S.C. (For VERA, see 5 U.S.C. §§ 8336(d)(2) and 8414(b)(1)(B); for VSIP, see 5 U.S.C. §§ 3521 and 3525.)

According to CFR 576.102(a)(1), a plan submitted to OPM by the head of an agency, or his or her specific designee, must include identification of the specific positions and functions to be reduced or eliminated—identified by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position. The OPM human resources specialist we interviewed stated that only restructured positions under the approved plan can be refilled. Further, once an agency's VERA-VSIP plan gets approved, the agency is required to administer the VERA-VSIP plan as approved. Only OPM can approve amendments that revise the dates and targeted positions listed in the original approved plan after consultation with the Office of Management and Budget.

Besides eliminating positions, OPM interprets the VERA-VSIP to allow positions to be restructured. This includes filling the vacated position with a position:

- Having a different job series and/or grade.
- Using the same job series and grade but with substantively different duties and responsibilities.
- Having a different full-performance level.
- That is no longer supervisory.

Once OPM approves an agency's VERA-VSIP plan, each agency should administer its plan as approved. This includes completing the restructuring or elimination of positions vacated through the buyouts. An organization's progress in completing its approved restructuring activities is relevant for assessing whether the VERA-VSIP authority was properly used, and for assessing the overall cost effectiveness of VERA-VSIP to meet agency workforce goals. While, agencies are required to provide OPM with interim and final VERA and VSIP reports, OPM does not monitor organizations after the conclusion of the buyout authority to verify restructuring progress.

In 2014, 19 of the EPA's 23 program and regional offices participated in VERA-VSIP activities. A total of 456 employees separated from the EPA through these activities. The EPA paid early-out/buyout incentives of about \$11.3 million and annual leave payments of \$4.9 million, for a total of approximately \$16.2 million, as shown in Figure 1. These costs represent the direct costs associated with the VERA-VSIP early-outs/buyouts. Other indirect costs not captured include the costs to develop and administer each of the 19 program and regional office plans.

Figure 1: EPA direct costs for VERA-VSIP early-outs and buyouts in 2014



Source: Office of Inspector General (OIG) analysis.

### Responsible Office

The Office of Human Resources, within the Office of Administration and Resources Management (OARM), oversees the agency human capital program, and coordinated the agency's 2014 VERA-VSIP program.

### **Scope and Methodology**

We conducted our work from November 2014 to May 2016. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Each of the EPA program and regional offices participating in VERA-VSIP independently applied to OPM for early-out/buyout authority. This independent approach resulted in some differences in how the participating EPA offices described their goals and objectives in their applications. Some EPA offices provided specific numeric targets for VERA-VSIP goals, such as specifying a desired supervisor-to-staff ratio of 1:9. In other cases, offices simply described their goals as a reduction or change with no accompanying target, date for completion, or other specific way to assess whether goals are achieved. The regulations that address VERA-VSIP reporting—5 CFR 842.213 for VERA and 5 CFR 576.104 for VSIP—do not require or prescribe to agencies specific measures for assessing VERA-VSIP goals after the early-outs and buyouts are completed.

For the 15 program and regional offices ("organizations") in Table 1, we collected and reviewed such information as:

- The requests to OPM for VERA-VSIP authority.
- OPM's approvals.
- EPA organizations' quarterly and final progress reports to OPM.

**Table 1: Organizations reviewed** 

Organization
Office of the Administrator
Office of the Chief Financial Officer
Office of Enforcement and Compliance Assurance
Office of Environmental Information
Office of Research and Development
Office of Land and Emergency Management
Office of Water
Region 1
Region 3
Region 4
Region 6
Region 7
Region 8
Region 9
Region 10

Source: OIG analysis.

To answer objectives 1 and 2, we obtained detailed information from four of the 15 organizations: the Office of Environmental Information, the Office of Land and Emergency Management, and Regions 1 and 8. In addition to interviewing personnel from these four EPA organizations, we interviewed staff from OARM and OPM. We also obtained and reviewed information on payments to employees who left the EPA under VERA-VSIP. We reviewed laws, regulations and guidance documents related to VERA-VSIP.

To answer objectives 3 and 4, we obtained detailed information for program offices and regions that had at least a 50-percent acceptance rate of authorized VERA-VSIP actions. These offices were the Office of Water (OW); Office of Enforcement and Compliance Assurance (OECA); and Regions 1, 4 and 7. We obtained information about hiring and activities to achieve restructuring goals through document reviews and interviews with managers and staff in these organizations. OW reported conducting a second round of buyouts with a goal to reduce the number of higher-graded positions. To be consistent with our analysis of organizations, we reviewed only the first round of buyouts. Hiring data was current through June 2016.

This report contains our analysis of the agency buyout and restructuring activities. A separate report will address the EPA OIG's buyout and restructuring activities.

<sup>&</sup>lt;sup>1</sup> We excluded Region 8 from selection for this analysis due to other OIG reviews occurring in the region at the time.

### **Prior Report**

On July 14, 2015, we issued Report No. 15-P-0184, Quick Reaction Report: EPA Should Ensure Positions Vacated Under Buyouts Are Eliminated or Properly Filled, which made a time-sensitive recommendation for improvements to how the EPA was filling positions vacated under VERA-VSIP authorities. OARM distributed "hiring templates" to program offices and regions as a corrective action to the OIG recommendation. These hiring templates were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions.

# Chapter 2 VERA-VSIP Helped Achieve Some but Not All Restructuring Goals

VERA-VSIP authority helped the EPA organizations in our sample achieve goals related to reducing size and grades. At the time we concluded our review, other organizational goals—such as de-layering (increasing supervisor-to-staff ratio) and adding staff with new skill sets—had not been achieved, and not all of the VERA-VSIP positions targeted for restructuring had been filled. To obtain buyout authority from OPM, EPA program offices and regions identified and proposed a variety of restructuring activities in their VERA-VSIP applications (plans). Once OPM approved VERA-VSIP plans, organizations were required to administer their VERA-VSIP plan as approved. The agency monitored its buyout and subsequent hiring activities to ensure positions vacated under VERA-VSIP were properly filled. However, the agency was limited in determining whether it achieved its VERA-VSIP goals for reducing the supervisor-to-employee ratio and changing organizational structure, because some organizations did not specify measurements for their goals or an identifiable end point for restructuring. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce management tool.

### Agency Restructuring Goals Were Generally Consistent

The EPA program offices and regions requested VERA-VSIP authority consistent with OPM guidance, justifying early-outs and buyouts for restructuring goals. Table 2 lists the goals in applications that EPA organizations submitted to OPM. These goals included de-layering, reorganization, transfer of function, or other workforce restructuring or reshaping. The organizations in our review requested VERA-VSIP for a variety of reasons, and those reasons were generally consistent. Staff from OARM described three cross-cutting issues that EPA senior leadership suggested to program and regional offices:

- Reduce the number of staff performing administrative functions.
- Replace higher-graded technical staff with lower-graded technical staff (reduce grade).
- Increase the staff-to-supervisor ratio (de-layering).

As shown in Table 2, these issues were reflected as goals in most of the EPA VERA-VSIP requests we reviewed.

Table 2: VERA-VSIP goals by organization

	Goals (i.e., reasons for restructuring)							
Organization	Separating employees				Hiring employees			
	De-layer	Surplus	Reduce grade	Reduce size	New skill	Grade cap	Other	
Office of the Administrator		Х	Х	Х	Х			
Office of the Chief Financial Officer	X	х	X	Х	Х			
Office of Enforcement and Compliance Assurance		х		Х	Х		Х	
Office of Environmental Information	Х	х	Х		Х	X	Х	
Office of Research and Development		Х			Х			
Office of Land and Emergency Management		х	Х		Х	X		
Office of Water		X		X	Х		X	
Region 1	Х		Х	X	Х	Х		
Region 3		Х	Х	Х	Х			
Region 4	Х	Х						
Region 6		Х	Х	X	Х			
Region 7	Х		Х	Х	Х			
Region 8			Х	X	Х		Х	
Region 9	Х	Х					Х	
Region 10	X	Х		X	Х			
Total	7	12	9	10	13	3	5	

**De-layer:** Reduce number of supervisory positions and/or combine organizational units to change staff-to-supervisor ratio.

**Surplus:** Reduce number of positions in job series because the workload does not warrant number onboard; the skills needed for the position are no longer needed; or the work is being performed by others because of automation, work transfers, etc.

**Reduce grade:** Consolidate work requiring a higher-graded position into fewer positions and (in some cases) shift lesser work to lower-graded positions.

Reduce size: Reduce the number of positions.

**New skill:** Address when the work requires a position with skills different than those in the existing workforce, even (sometimes) when the position is in the same job series as separating positions.

**Grade Cap:** New staff are being hired who will be on a career ladder with a lower grade cap.

Other: A goal was identified that did not specify either separating or hiring employees.

Office of Enforcement and Compliance Assurance: Preserve extramural funds to implement future compliance program and consolidate administrative functions.

Office of Environmental Information: Realign information technology security functions with the Senior Agency Information Security Officer to increase the officer's independence.

Office of Water: Redirect or refocus resources in the Office of Water.

Region 8: Merging offices and centralizing administrative functions.

Region 9: Consolidate all attorney-advisor positions into the San Francisco office.

Source: OIG analysis of EPA VERA-VSIP applications.

The most common goal in the EPA program and regional office requests was the acquisition of new skills, and the second most frequent goal was to target nonessential positions. According to some of the EPA requests, the agency had positions that were considered no longer essential to operations. Fifteen organizations planned new hires after VERA-VSIP buy-outs. Also, 13 of the 15 organizations identified that new or different skills were needed in their workforce. Three organizations indicated that some positions would have a lower full-performance level for the newly hired staff. Further, the goals described by the 15 organizations were consistent with the purposes of an early-out or buyout.

The EPA organizations we reviewed described in general terms the workforce analysis they performed in support of their VERA-VSIP requests. For example:

- The Office of Research and Development performed a modified gap analysis to identify its scientific workforce supply, demand and gaps, and how VERA-VSIP could be used to address the gaps.
- Region 1 reviewed its workforce demographics to determine the number of positions, occupations and grade levels that would be considered for workforce reshaping.
- Region 10 relied on a comprehensive workload assessment that it conducted in FY 2013 using specially designed assessment guidelines to determine what workload or priority adjustments were warranted.

Staff and managers we interviewed in the Office of Human Resources (OHR), within OARM, reported assisting regions and program offices through a variety of activities. OHR reported preparing business cases for VERA-VSIP. OHR also created two teams to help regions and program offices implement VERA-VSIP. OHR developed and shared with all of the EPA organizations participating in VERA-VSIP its workforce planning data, rosters of staff eligible for retirement, examples of VERA-VSIP requests, templates, VERA and VSIP Guides, checklists, and other items. OHR reviewed program office and regional VERA-VSIP applications, and advised changes, before EPA organizations sent the applications to OPM.

# **Buyouts Helped Vacate Positions**

The EPA organizations we reviewed made progress executing restructuring plans and achieving some of the goals identified in their OPM-approved VERA-VSIP plans. The VERA-VSIP early-out/buyout initiative was successful in helping vacate 456 positions across the agency.

The voluntary nature of the VERA-VSIP incentive means that the agency cannot control which employees—or how many employees—will accept an offer to separate from the agency. However, the agency retains control of hiring into

restructured positions, and should complete restructuring those positions as part of administering its plans as approved by OPM. While VERA-VSIP early-outs/ buyouts helped the regions and program offices reviewed achieve goals for reducing the size and changing the shape of the workforce, some goals used to justify the early-out/buyout authority from OPM—such as hire workers with new skills, restructure work or redirect resources—were not complete at the time we concluded our review.

# VERA-VSIP Helped Achieve Some Goals Associated With Reducing Number of Positions

We evaluated success achieving the goals listed in VERA-VSIP applications for the sample organizations in Table 3. At the time we concluded our review, each organization achieved at least one of the VERA-VSIP goals associated with de-layering, removing surplus positions, reducing grade or reducing size.

Table 3. Progress on VERA-VSIP goals

		Goals				
Organization	De-layer	Surplus	Reduce grade	Reduce size		
OECA	N/A		N/A			
Office of Water	N/A		N/A			
Region 1		N/A				
Region 4			N/A	N/A		
Region 7		N/A				

Source: OIG analysis.

Green = goal accomplished; yellow = some progress made.

Examples for each of the goals follow, based on information provided by program offices and regions.

- **De-layer:** Regions 1, 4 and 7 sought to reduce the number of supervisory positions consistent with a smaller workforce. Region 1 made slight progress; its pre-VERA-VSIP ratio was 1:7.4 and post-VERA-VSIP ratio was 1:7.8. Region 1 reported to us that it believed its continued restructuring will move it to above a ratio between 1:8. Region 4 made some progress as well, moving from 1:6.6 to 1:7.4, with a goal of 1:9. While Region 7 did not identify a target ratio in its VERA-VSIP plan, its supervisor-to-staff ratio increased from 1:6.9 in 2013 to 1:8.4 as of September 2015.
- Surplus: Three of five organizations sought to reduce the number of positions in targeted areas and made progress. For example, OW eliminated eight positions and Region 4 eliminated 10 positions from targeted job series. OECA eliminated six positions and restructured seven others to lower full performance grade levels.

- **Reduce Grade:** Regions 1 and 7 reduced the number of highly-graded employees at the GS-13 through GS-15 level, and transferred duties to other employees or to lower-graded staff. The Region 1 VERA-VSIP plan stated its goal was to reduce the number of high-graded technical experts and senior policy advisors, and bring greater balance across the region's grade structure in both technical and legal series. As of September 2015, Region 1 capped new-hire positions for entry-level environmental engineers, environmental scientists and environmental protection specialists at the GS-12 level, and has only hired for GS-7 through GS-12 positions. Region 7's stated goals were to consolidate some higher-graded duties or restructure grade levels. According to a September 2015 Region 7 report, 73 percent of its VERA-VSIP departures were at GS-13 or above. The region spread staff work from those that left so some could be performed by lower-graded staff. Region 7 reduced the grade of one GS-14, three GS-13 and one GS-12 positions. Four total OECA Attorney and Criminal Investigator positions were also restructured to lower full performance level or by changing the supervisory status of the position.
- **Reduce Size:** Four of the five organizations sought to reduce the size of the organization, and all four lowered the full-time equivalent (FTE) to the level or below listed in their OPM-approved VERA-VSIP plan:
  - OECA reduced its FTEs to 726; its goal was to reduce to 767 FTEs.
  - o OW reduced its FTEs to 558; its goal was to reduce to 563 FTEs.
  - Region 1 reduced its FTEs to 556; its goal was to reduce to approximately 590 FTEs.
  - Region 7 reduced its FTEs to 488; its goal was to reduce to 488 FTEs

# Some Progress Made on VERA-VSIP Restructuring Goals

One justification for the EPA's VERA-VSIP authority was to provide an incentive for staff in targeted positions to vacate those positions, which would then be restructured to accommodate new skillsets. This would enable the agency to accomplish its human health and environmental protection goals with a different workforce.

While hiring has occurred since VERA-VSIP, not all the organizations we reviewed had filled all the positions that were targeted for restructuring at the time we concluded our review. Table 4 shows the positions vacated through VERA-VSIP targeted for restructuring, and how many of those had been filled. Regions 1 and 7 are the only organizations to have filled all positions targeted for restructuring.

Table 4: Progress on restructuring through new positions

Region/office	Positions available for restructuring	Positions restructured and filled	
Region 1	11	11	
Region 4	7	1	
Region 7	37	37	
OECA	11	3	
OW <sup>2</sup>	7	5	
Totals	73	57	

Source: Analysis of EPA June 2016 hiring data.

Green = goal accomplished; yellow = some progress made.

EPA regional and program office managers stated that restructuring activities had not been completed for various reasons. For example:

- Region 4 cited the theft of security-related information (OPM breach) leading to the slowing and stopping of background checks as impeding its ability to hire new staff.
- OECA stated its overall number of staff was reduced due to congressional budget cuts, and it did not want to hire and then have to lay off staff.
- OW managers had not filled more positions because of uncertainty about budgets being large enough to support new staff.

The status of restructuring efforts for new skill, grade cap and other organization goals in our sample is summarized in Table 5.

Table 5: Progress achieving restructuring goals

EPA region		Restructuring Goals		
or office	New skill	Grade cap	Consolidation	Realign activities
Region 1			N/A	N/A
Region 4	N/A	N/A	N/A	N/A
Region 7		N/A	N/A	N/A
OECA		N/A		N/A
OW		N/A	N/A	

Source: OIG analysis.

Green = goal accomplished; yellow = some progress made; red = goal not accomplished.

• New Skill: We concluded that Regions 1 and 7 completed their new skill-hiring goals because they filled all of their restructured positions. Region 1 identified three positions needing new skills and reported filling each of those positions. Region 7 changed the job series of 12 positions and filled those positions with new staff. OECA stated that it added some staff with new skills to meet about 25 percent of its requirement and, at the time of our review, stated it had made job offers that would raise the fill rate to

<sup>&</sup>lt;sup>2</sup> The information presented for OW in Table 4 is only for Round 1 of the buyouts. Appendix C contains additional information about both rounds of buyouts and filling of restructured positions.

about 50 percent if those offers were accepted. The OW had identified nine positions requiring different job series and had hired staff into four of those positions.

- **Grade Cap:** Region 1 reduced the grade of the four positions targeted for restructure so the full performance level was capped at a lower grade. Those changes included two environmental engineer positions reduced from a GS-13 to GS-12 full performance level; one GS-13 Information Specialist replaced with a GS-9 Correspondence Control Analyst; and one GS-13 Management Analyst position downgraded to a GS-12.
- Consolidation: Consolidation was an OECA VERA-VSIP goal. At the time of our review, OECA's consolidation effort was not complete. Specifically, OECA sought VERA-VSIP authority to redirect and refocus resources to support the *Next Gen*<sup>3</sup> compliance assistance system and other consolidation efforts that reduce administrative and program support through efficiencies and eliminating obsolete skills. At the time of our review, OECA achieved its FTE reduction goal but could not decide how to reallocate staff.
- Realign Activities: The OW stated that realignment of administrative functions was not complete at the time of our review. The office attempted to realign administrative processes after losing 15 administrative staff. The office has tried alternatives, such as having other staff serve as backups and considered using Senior Environmental Employees. However, the OW stated that realignment is still a work in progress.

## **EPA Should Continue Monitoring Its Progress on VERA-VSIP Goals**

All of the EPA organizations we reviewed submitted quarterly reports to OPM during the VERA-VSIP early-out/buyout period. These reports document progress in completing authorized buyouts. At the conclusion of the early-outs/buyouts in April 2014, these organizations submitted a final report detailing compliance with VERA-VSIP requirements and the results of the initiative. This reporting requirement was an OPM oversight function to monitor the agency's use of VERA-VSIP authority.

After the final reports were submitted to OPM, EPA organizations monitored hiring activities to verify that positions vacated after VERA-VSIP were either eliminated or restructured before being refilled. This monitoring occurred through "hiring templates" distributed by OARM. OARM has also summarized results of VERA-VSIP buyouts across the agency in its April 2015 and May 2016 EPA VERA-VSIP Impact Reports. The information presented in the April 2015 report helped OARM conclude that VERA-VSIP created an opportunity for the EPA

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<sup>&</sup>lt;sup>3</sup> The *Next Generation Compliance (Next Gen)* approach increases the use of technology and innovative compliance strategies to yield more effective compliance with the nation's environmental laws.

"... to significantly reshape its workforce to align with evolving mission needs and current budgetary limitations." The report from May 2016 summarized the results of VERA-VSIP buyout activities, discussed subsequent hiring to fill skill gaps, and stated that organizations were following their respective business cases to reshape their workforce for better alignment with mission goals and objectives.

The agency monitoring that occurred during the buyout activities was used to comply with OPM's VERA-VSIP reporting requirements, and later provided OARM with data to assess the impact of VERA-VSIP. With this monitoring and reporting, we believe the agency can identify barriers to success, be positioned to detect when the longer-term restructuring goals are achieved, and have information to determine whether the 2014 VERA-VSIP program was a cost-effective approach to achieve EPA workforce restructuring needs.

#### Conclusion

Under its VERA-VSIP authority, the EPA paid incentives of about \$11.3 million for federal workers to leave their positions, plus accumulated annual leave payments of \$4.9 million, for a total of \$16.2 million. VERA-VSIP helped the program offices and regions in our sample achieve goals related to reducing size, grades and surplus positions. Other goals—such as de-layering and adding staff with new skill sets—had not been fully achieved at the time we concluded our review. All EPA organizations we reviewed complied with OPM's reporting requirements, and continued monitoring after the completion of the buyouts. In response to an earlier OIG report, the agency implemented "hiring templates" to ensure it filled new EPA positions in a manner consistent with its VERA-VSIP goals and authority. The agency can take further action to monitor its progress in achieving its VERA-VSIP restructuring goals while also providing a foundation for assessing the cost effectiveness of VERA-VSIP as a broad workforce restructuring tool.

#### Recommendations

We recommend that the Assistant Administrator for Administration and Resources Management:

- 1. On a quarterly basis, collect information from program offices and regions on:
  - a. Progress toward achievement of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals.
  - b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished.
  - c. When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled.

2. Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.

### **Agency Response and OIG Evaluation**

In response to the draft report, OARM agreed with the recommendations and provided corrective actions and completion dates. OIG and OARM representatives met to discuss the recommendations and agency response. Recommendations 1 and 2 are resolved and closed. We also received separate comments from Region 1, which we incorporated into the report as appropriate. Prior to issuing the final report we received supplemental comments and information from OARM and OW, which were incorporated into the report as appropriate. Agency comments are in Appendices A, B and C.

# Status of Recommendations and Potential Monetary Benefits

#### RECOMMENDATIONS

Rec. No.	Page No.	Subject	Status <sup>1</sup>	Action Official	Completion Date	Potential Monetary Benefits (in \$000s)
1	13	On a quarterly basis, collect information from program offices and regions on:	С	Assistant Administrator for Administration and	7/16/15	
		<ul> <li>Progress toward achievement of Voluntary Early Retirement Authority-Voluntary Separation Incentive Payment restructuring goals.</li> </ul>		Resources Management		
		<ul> <li>b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished.</li> </ul>				
		<ul> <li>When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled.</li> </ul>				
2	14	Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.	С	Assistant Administrator for Administration and Resources Management	9/30/16	

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<sup>&</sup>lt;sup>1</sup> C = Corrective action completed.

R = Recommendation resolved with corrective action pending.
U = Recommendation unresolved with resolution efforts in progress.

# Agency Response to Draft Report



#### **UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WASHINGTON, D.C. 20460

#### JUN 2 4 2016

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT

#### **MEMORANDUM**

SUBJECT: EPA Response to the Office of Inspector General Draft Report, EPA's 2014 Early-Out

and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been

Achieved, Project No. OPE-FY14-0049, dated May 25, 2016

FROM: Donna J. Vizian, Acting Assistant Administrate

**TO:** Carolyn Copper, Assistant Inspector General

Office of Program Evaluation Office of Inspector General

Thank you for the opportunity to review the draft report. Below is the agency's response to the report recommendations.

#### **BACKGROUND:**

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs under Voluntary Early Retirement Authority (VERA) and buyouts under Voluntary Separation Incentive Program (VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Furthermore, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to achieve the agency's mission of protecting human health and the environment.

#### **AGENCY RESPONSE TO RECOMMENDATIONS:**

The agency concurs with the draft report recommendation and provides the following corrective actions and the completion dates.

No.	Recommendation	High-Level Intended Corrective Action(s)	Estimated Completion Date by Quarter and FY
1	On a quarterly basis, collect information from program offices and regions on:  a) Progress toward achievement of VERA-VSIP restructuring goals. b) When VERA-VSIP restructuring goals are accomplished. c) When positions vacated under VERA-VSIP are filled.	The Office of Human Resources developed Strategic Hiring Templates to monitor progress following VERA-VSIP. On a quarterly basis, program and regional offices update the templates with the status of VERA-VSIP vacated positions. This ensures offices are complying with the goals outlined in their respective business cases.	7/16/15
2	Analyze the information obtained to determine the value of VERA-VSIP as a workforce restructuring tool.	<ul> <li>Following VERA-VSIP, the EPA began using OPM's HRStat initiative to analyze and monitor restructuring of the workforce.         This provides an opportunity to show senior leaders how hiring compares to the goals stated through VERA-VSIP.     </li> <li>The Office of Human Resources published a VERA-VSIP Impact Report, which details the effects of VERA-VSIP on the agency and provides information on subsequent hiring.</li> </ul>	10/29/14 Q4 FY2016

Once the remaining corrective action is implemented, OARM believes the agency has met the intent of the OIG recommendations and no additional follow-up actions are required. Additionally, due to the sensitive nature, OARM recommends eliminating the reference to clerical and administrative support when describing surplus positions on page seven of the report.

Should you or your staff have any questions regarding this response, please have them contact Linda Gray, Director, Office of Human Resources, OARM at (202) 564-4606.

cc: John Showman

Linda Gray

Lynnann Hitchens Wesley Carpenter

Michael Hardy Ming Chang

Debbi Hart

Cheri Hembrey

Tracye Smith-Starckey

Brandon McDowell

Jason Kuhns

17-P-0140 18

# Region 1 Response to Draft Report



#### **MEMORANDUM**

FROM: Michael Kenyon, Senior Resource Official

Assistant Regional Administrator, EPA Region 1

**TO:** Timothy Roach, Project Manager, Office of Inspector General

Eric Lewis, Director, Special Program Reviews

**cc:** Donna Vizian, Acting Assistant Administrator

Office of Administration and Resources Management

SUBJECT: Draft Report: Workforce Restructuring Under VERA-VSIP

Project No. OPE-FY14-0049

EPA Region 1 appreciates the opportunity to respond to the draft report on the above subject audit conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). Our comments pertain to the portions of the report specific to Region 1.

At the onset of the review, the OIG identified their objectives were to determine:

- 1. What workforce restructuring goals were identified by program and regional offices?
- 2. How consistent were these goals across the agency?
- 3. What progress have the offices made in executing their restructuring plan?
- 4. Did the major offices achieve their goals in restructuring the organization?

We believe that our region was successful in achieving most of our workforce restructuring goals. On December 20, 2013, EPA Region 1, thru the Office of Administration and Resource Management (OARM) at EPA headquarters, submitted a VERA/VSIP plan to OPM. This plan was subsequently approved on January 31, 2014. Region 1 identified its overarching goal was to reshape the workforce by consolidating higher graded positions into a smaller proportion of higher graded staff, reduce the number of supervisory positions in line with a smaller overall workforce, and address the changing nature of the workforce skill requirements due to advances in technology and changing Agency priorities.

17-P-0140

Region 1's plan identified that it would allow 20 people to leave and use the VERA/VSIP authority in three areas.

- Administrative Support reduce the number of staff performing administrative functions (new skill)
- GS14/14 Supervisory delayer
- GS 14/15 Non-Supervisory replace higher graded technical staff with lower graded technical staff and introduce new skills (reduce grade; new skill)

While we have only made incremental progress on the delayering goal, we believe otherwise we largely met our goals. We do not believe this is accurately reflected in the report. We provide specific comments below.

**Restructuring of Positions:** Table 4 in the draft report has identified that Region 1 had 11 positions available for restructuring. It further indicates that Region 1 has "0" positions restructured and filled. As discussed in our conversation with the IG team in March, this is not the case. Attached to this report please find a detailed report of all of the positions vacated in Region 1 as a result of the VERA/VSIP activities.

Region 1 met the target to restructure and fill 11 positions:

9 positions were restructured and filled prior to 09/30/15. 2 more positions were restructured and filled by 11/15/15.

The remaining 9 positions vacated during VERA/VSIP were addressed as follows:

7 positions were eliminated and the resources reallocated to other key areas. 1 GS 15 position was abolished.

1 GS 5 position was abolished.

The reallocation of resources allowed us the opportunity to hire into 15 entry level positions, addressing critical mission work and introducing needed new skills into the organization.

**Delayering:** The draft report, in Table 3 indicates that Region 1 has not yet achieved its de-layering goal. The shift to date has moved Region 1 from 1.7 to 1.8. Our hiring activity and attrition impacted our results in this area. However, we continue to pursue the development of organizational restructures that we feel will result in our ratio of supervisors to employees moving above 1.8 ratio.

Comment: The Draft Report does not mention how data was captured to calculate the supervisor to employee ratio. For example, we do not know if vacant supervisory positions were used. We would recommend a footnote be added to include the time frame and method used to calculate this ratio.

Thank you for the opportunity to comment on this draft report.

# Office of Water Response to Draft Report



#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

#### FEB 3 7 2017

**MEMORANDUM** 

OFFICE OF WATER

SUBJECT: Draft Report: Workforce Restructuring Under VERA-VSIP

Project No. OPE-FY14-0049

FROM: Michael H. Shapiro John Hype

Senior Resource Official

TO: Timothy Roach, Project Manager, Office of Inspector General

Eric Lewis, Director, Special Program Reviews

Thank you for the opportunity to update the Office of Water's (OW) numbers in Table 4: Progress on restructuring through new positions in the draft report referenced above. We have provided our updated information below, but would also like to note that the progress represented in restructuring positions correlates with progress toward each of the other identified goals, requiring a more well-rounded progress update. While the Office of Inspector General's (OIG) report was an accurate depiction of OW's progress in October of 2015, OW has made significant progress since then.

Of the 26 positions identified for restructuring, 21 have been filled at this time. One position went through the recruitment process, though we were unable to find a qualified candidate, 2 positions were eliminated to reallocate resources and the remaining 2 positions remain unfilled due to uncertainty about budget considerations to support new staff. Detailed information about these positions can be found in OW's strategic hiring template.

Specifically, for Table 4: Progress on restructuring through new positions on page 11:

	Region/office	Positions available for restructuring	Positions restructured and filled	
Of	lice of Water	26	21	

Our updated numbers are as follows for the 26 positions OW identified for restructuring:

- 21 have been filled (81%)
- I was advertised but we were unable to find a qualified candidate; the position remains unfilled
- 2 were eliminated
- 2 are on hold/pending approval relative to resource constraints

Internet Address (13RL) - http://www.epa.gov Recycled/Recyclable - Proted with Visjetable Oil Based Inks on 300% Pastcersomer. Process Chlorine Free Recycled Paper

17-P-0140 21

ED\_001372\_00000609-00026

Also, respectfully, the numbers referenced in Table 4 of the report are reflective of both the first and second round of the Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) while the goals identified for OW in Table 2 are only reflective of the first round. OW would like to note that a significant goal of our second-round VERA/VSIP participation was to reduce the number of higher-graded positions within the AAship. Through restructuring and consolidation of work, OW has been successful in filling new positions at the entry level to meet mission critical needs within the confines of our identified VERA/VSIP goals. OW agrees with the assessment of meeting the surplus and size reduction goals and with the completion of position restructuring. OW has been able to realize the goals of achieving new skill sets in the workforce and reducing the grade level of the overall workforce.

OW continues to make progress in the goal of realigning administrative activities. Vacated administrative positions generally supported one administrative function and have been restructured to address more well-rounded business operations responsibilities. This approach was taken in response to the impact of technology and the changing needs of the workforce. OW continues work on streamlining administrative processes across the AAship.

Thank you for the opportunity to respond to this draft report.

Donna Vizian, Acting Assistant Administrator
 Office of Administration and Resources Management

## Distribution

The Administrator

Assistant Administrator for Administration and Resources Management

Assistant Administrator for Enforcement and Compliance Assurance

Assistant Administrator for Water

Agency Follow-Up Official (the CFO)

Agency Follow-Up Coordinator

General Counsel

Associate Administrator for Congressional and Intergovernmental Relations

Associate Administrator for Public Affairs

Regional Administrator, Region 1

Regional Administrator, Region 4

Regional Administrator, Region 7

Principal Deputy Assistant Administrator for Administration and Resources Management

Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management

Deputy Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management

Audit Follow-Up Coordinator, Office of the Administrator

Audit Follow-Up Coordinator, Office of Administration and Resources Management

Audit Follow-Up Coordinator, Office of Enforcement and Compliance Assurance

Audit Follow-Up Coordinator, Office of Water

Audit Follow-Up Coordinator, Region 1

Audit Follow-Up Coordinator, Region 4

Audit Follow-Up Coordinator, Region 7

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 5/26/2017 1:47:17 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Showman, John

[Showman.John@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Bell, Matthew

[Bell.Matthew@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: Flynn.V.V.2017.rev1.docx

Attachments: Reforming-the-Federal-Government.Flynn\_.4.17.17.pdf

Importance: High

Found it—it was leaked so it came up when I googled... 

Only sent to first assistants.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Vizian, Donna

**Sent:** Friday, May 26, 2017 9:06 AM

**To:** Cooper, Marian < Cooper.Marian@epa.gov>; Showman, John < Showman.John@epa.gov> **Cc:** Hart, Debbi < Hart.Debbi@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: Flynn.V.V.2017.rev1.docx

# Ex. 5 - Deliberative Process

From: Cooper, Marian

Sent: Friday, May 26, 2017 8:29 AM

To: Vizian, Donna < Vizian. Donna@epa.gov >; Showman, John < Showman. John@epa.gov > Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Carpenter, Wesley

<Carpenter, Wesley@epa.gov>; Bell, Matthew <Bell, Matthew@epa.gov>; Hunt, Loretta <Hunt, Loretta@epa.gov>

Subject: Flynn.V.V.2017.rev1.docx

Importance: High

This reflects Debbi's edit. Ready to go. Thanks to all!



#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

April 17, 2017

OFFICE OF THE ADMINISTRATOR

### **MEMORANDUM**

**SUBJECT:** Reforming the Federal Government and Reducing the Workforce

FROM:

Michael P. Flynn

Acting Deputy Administrato

TO:

General Counsel

Assistant Administrators

Inspector General

Chief Financial Officer

Chief of Staff

Associate Administrators Regional Administrators

On April 12, 2017, the Office of Management and Budget issued a memorandum that provides guidance on implementing a comprehensive plan for reforming the federal government and reducing the workforce. The guidance requires the following four deliverables by June 30, 2017:

- Draft Agency Reform Plan;
- 2. Draft Agency FY 2018 2022 Strategic Plan;
- 3. Draft Workforce Reduction Plan; and
- 4. Plan to Maximize Employee Performance.

Final plans for the first three are due in September with the OMB budget submission. The guidance outlines a number of different requirements and speaks to the interrelationships between the different plans.

A workgroup recently was formed to begin scoping out an approach to developing an Agency Reform Plan. The April 12 OMB memorandum also addresses the requirement issued earlier to reduce the size of the federal workforce. While this memorandum ends the government-wide hiring freeze, each agency must determine based on its situation if a hiring freeze should continue.

Given our resource situation, we will continue a freeze on external hiring. Very limited exceptions to this external hiring freeze may be permitted on a case-by-case basis with approval

by the Acting Deputy Administrator. Internal reassignments may proceed where appropriate, but Senior Resource Official approval will be required if the reassignment is across NPMs or regions.

The OMB guidance also requires all agencies to begin taking immediate actions on near-term workforce reductions. In light of this guidance, we will begin the steps necessary to initiate an early out/buy out (VERA/VSIP) program. Our goal is to complete this program by the end of FY 2017.

I appreciate your patience as we work through the details of the guidance and will work with you as we move forward.

cc: Administrator Deputy Assistant Administrators Deputy Regional Administrators Assistant Regional Administrators

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 5/25/2017 12:51:52 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

CC: Dean, StevenB [Dean.StevenB@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary

[parker.gary@epa.gov]

**Subject**: Will have to miss graduation--

Sorry! Lots of V/V submittals came in yesterday and now so Loretta and I are again overwhelmed. Gary and Steven will be there to congratulate their folks. D

Sent from my iPhone

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 4/13/2017 1:23:11 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: Re: EPA FY 2014-2015 VERA/VSIP Report

Thanks

Sent from my iPhone

On Apr 13, 2017, at 7:45 AM, Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a> wrote:

Linda:

Here is the 2014-2015 EPA VERA/VSIP Report.

Wes

<V V Impact Report Final June 2016.docx>

From: Bonner, Jerome [Bonner.Jerome@epa.gov]

**Sent**: 4/27/2017 3:50:56 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

CC: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome

[Bonner.Jerome@epa.gov]

Subject: Workforce Restructuring

#### Linda/Wes,

I had a teleconference today with my serviced PMO/RHROS and was advised that OHR is gathering VERA/VSIP requests and intends to submit a consolidated package to OPM, is this correct? If so, is there plans to inform the SSC Directors on the plan; what we can expect; potential dates; will we receive a copy of the submission?

Thanks JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

**CONFIDENTIALITY**: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Collins, BJ [Collins.BJ@epa.gov]

**Sent**: 3/31/2017 2:59:17 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Bell, Matthew [Bell.Matthew@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]

**Subject**: Re: Reassignment summary

Matt,

We will have it to you in just a bit

Sent from my iPhone

On Mar 31, 2017, at 10:24 AM, Hart, Debbi < Hart. Debbi@epa.gov> wrote:

Hey Matt-

BJ has the latest on the reassignment piece. I last saw it yesterday and I believe BJ was planning to send it to Donna yesterday afternoon. I can send you the latest version I saw if you need it—let me know.

I have some edits to the V/V piece that I will forward to you shortly. And then I will review the furlough piece. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Bell, Matthew

Sent: Friday, March 31, 2017 9:28 AM

To: Hart, Debbi < Hart. Debbi@epa.gov>; Collins, BJ < Collins. BJ@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov >; Gray, Linda < gray.linda@epa.gov >; Cooper,

Marian < Cooper. Marian@epa.gov > Subject: Reassignment summary

G' Morning Debbi and BJ,

Marian is out today and asked that I follow up to make sure the reassignment summary is received by 2 p.m. in preparation for the EMC meeting.

Please let me know what the status is and if you need any assistance.

Debbi.

Similarly please let me know when you've completed final review of VERA/VISP summary. This is needed by COB today by 2 p.m. as well.

I'll check in again around noon if I don't hear anything.
Thanks.
Sincerely,
Matthew Bell

Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 3/31/2017 2:24:40 PM

To: Bell, Matthew [Bell.Matthew@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Cooper, Marian

[Cooper.Marian@epa.gov]

**Subject**: RE: Reassignment summary

Hey Matt-

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I have some edits to the V/V piece that I will forward to you shortly. And then I will review the furlough piece. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bell, Matthew

Sent: Friday, March 31, 2017 9:28 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>

Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Cooper, Marian

<Cooper.Marian@epa.gov>
Subject: Reassignment summary

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Please let me know what the status is and if you need any assistance.

Debbi,

Similarly please let me know when you've completed final review of VERA/VISP summary. This is needed by COB today by 2 p.m. as well.

I'll check in again around noon if I don't hear anything.

Thanks.

Sincerely,

**Matthew Bell** 

Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]

Cc: Hart, Debbi[Hart.Debbi@epa.gov]

From: Parker, Gary

Sent: Wed 4/26/2017 8:50:37 PM
Subject: WFP Tool Test Results Brief
WFP Tool Test Results Brief 20170426.pptx

Linda/Wes,

Attached please find my briefing prepared for OARM regarding the test results of the workforce planning tool. Would love to get on your schedule to brief you both by middle of next week. I took a cursory view of your calendars and Monday the 1<sup>st</sup> at 11am appears to be open for you both. Can we schedule?

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

To: Corbett, Krysti[Corbett.Krysti@epa.gov]

**Cc:** Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Foster, Simona

**Sent:** Wed 5/24/2017 1:13:42 PM **Subject:** RE: CMS Correspondence

Thnx Krysti!!

Respectfully,

### Simona J. Foster

Staff Assistant

U.S. Environmental Protection Agency

Office of Administration and Resource Management

(OARM/OHR)

1200 Pennsylvania Avenue, N.W.

William Jefferson Clinton-North- 5340-H

Washington, D.C. 20460

Main: 202.564.4606

Direct: Ex. 6 - Personal Privacy

Fax: 202.564.4613

foster.simona@epa.gov



From: Corbett, Krysti

**Sent:** Wednesday, May 24, 2017 9:05 AM **To:** Foster, Simona <foster.simona@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley @epa.gov>

Subject: RE: CMS Correspondence

Here you go!

### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

#### corbett.krysti@epa.gov

From: Foster, Simona

**Sent:** Wednesday, May 24, 2017 8:36 AM **To:** Corbett, Krysti < Corbett. Krysti@epa.gov >

Cc: Carpenter, Wesley < Carpenter. Wesley @epa.gov >

Subject: RE: CMS Correspondence

Good Morning Krysti,

Can you email me the letter. I will put it on letter head and then Wes and Linda will sign off once they review.

Simona

From: Carpenter, Wesley

Sent: Tuesday, May 23, 2017 3:52 PM

**To:** Corbett, Krysti < <u>Corbett.Krysti@epa.gov</u>> **Cc:** Foster, Simona < <u>foster.simona@epa.gov</u>>

Subject: RE: CMS Correspondence

Thanks, Krysti. The letter needs to be placed on letterhead before you sign it and it is distributed.

Wes

From: Corbett, Krysti

Sent: Tuesday, May 23, 2017 3:22 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov >

Cc: Foster, Simona < foster.simona@epa.gov>

Subject: RE: CMS Correspondence

I just brought this up to Simona for review.

### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Carpenter, Wesley

Sent: Tuesday, May 23, 2017 12:38 PM

**To:** Corbett, Krysti < Corbett.Krysti@epa.gov > Cc: Foster, Simona < foster.simona@epa.gov >

Subject: RE: CMS Correspondence

Krysti:

Thanks for the reminder. I have reviewed and attached my comments on the draft letter using the Microsoft Word Track Change feature. Please make the changes to the letter and respond back to Diane. Please be sure to work with Simona, so the controlled action gets closed out in CMS. Thanks.

Wes

From: Corbett, Krysti

Sent: Tuesday, May 23, 2017 11:47 AM

To: Carpenter, Wesley < Carpenter. Wesley @epa.gov > Subject: FW: CMS Correspondence Hey Wes, Just checking in on this – if we are going to get it out by Friday, I'd like to put the package together today for routing. THANKS! Krysti Corbett Director Labor and Employee Relations Division Desk Phone: (202) 564-6295 Mobile: Ex. 6 - Personal Privacy corbett.krysti@epa.gov From: Corbett, Krysti Sent: Wednesday, May 17, 2017 8:58 AM To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>> **Subject:** CMS Correspondence

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the

Good Morning -

Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3<sup>rd</sup> floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

#### Krysti Corbett

Director

Labor and Employee Relations Division

Office of Human Resources
U.S. Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

WJC North 6317A Washington DC 20460 Mail Code 3602A

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]

From: Schreefer, Kenneth Sent: Tue 4/11/2017 6:22:01 PM

Subject: RE: HR Community Call - Thursday, April 13, 2017

Okay, will do.

## Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319 Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: Carpenter, Wesley

**Sent:** Tuesday, April 11, 2017 2:21 PM

**To:** Schreefer, Kenneth < Schreefer. Kenneth@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: HR Community Call - Thursday, April 13, 2017

Ken:

We can put these items on the agenda; however, there is nothing substantive to communicate to the HROs and PMOs.

Wes

From: Schreefer, Kenneth

Sent: Tuesday, April 11, 2017 2:04 PM

To: Carpenter, Wesley < Carpenter. Wesley @epa.gov >; Hart, Debbi < Hart. Debbi@epa.gov >

Subject: FW: HR Community Call - Thursday, April 13, 2017

Wes/Debbi -

See below and these are my thoughts...

# Ex. 5 - Deliberative Process

VERA/VSIP...we already covered that earlier this morning.

# Ex. 5 - Deliberative Process

# Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319 Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: Vaughan, Pat

Sent: Tuesday, April 11, 2017 12:00 PM

To: Schreefer, Kenneth < Schreefer. Kenneth@epa.gov >

Subject: RE: HR Community Call - Thursday, April 13, 2017

It would be nice to just have a general update on a variety of topics on all of our minds. The budget; FTE cuts; monetary award allocations; QSIs; potential for VERA/VSIPs; hiring freeze; shutdown; furloughs; etc. I would hate to see another one cancelled when we are dealing with so many stresses right now and many different rumors.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

**OARS** Website

From: Schreefer, Kenneth

**Sent:** Tuesday, April 11, 2017 9:41 AM

To: Acquisti, Heidi <a href="Acquisti.Heidi@epa.gov">Acquisti.Heidi@epa.gov">Alapati, Joan <a href="Alapati.Joan@epa.gov">Allen, Reginald <a href="Allen.Reginald@epa.gov">Allen, Tania <a href="Allen.Tania@epa.gov">Anthony, Sherri</a>
<a href="Anthony.Sherri@epa.gov">Anthony.Sherri@epa.gov</a>; Atkinson, Ryan <a href="Atkinson.Ryan@epa.gov">Atkinson.Ryan@epa.gov</a>; Baez, Julissa <a href="baez.julissa@epa.gov">baez.julissa@epa.gov</a>; Bailey, Lydia <a href="bailey.lydia@epa.gov">bailey, Rhonda</a>
<a href="Anthony@epa.gov">Bailey, Rhonda</a>
<a href="Anthony@epa.gov">Bailey, Rhonda</a>
<a href="Bailey.Rhonda@epa.gov">Bailey, Rhonda@epa.gov<>a href="Bailey.Rhon

```
Lorraine <Butler.Lorraine@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter,
Pamela < Carter. Pamela@epa.gov >; Castaneda, John < castaneda.john@epa.gov >; Cherry,
Katrina < Cherry. Katrina @epa.gov >; Christian, Pamela < Christian. Pamela @epa.gov >; Church,
Stacey <Church.Stacey@epa.gov>; Collier, Darrel <collier.darrel@epa.gov>; Collins, BJ
<Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa
<unningham.bisa@epa.gov>; Cunningham, Dennis < Cunningham.Dennis@epa.gov>; Cutrona,
Jennifer < jennifer.cutrona@csra.com>; Datcher, Dawn < Datcher.Dawn@epa.gov>; Davis,
Cathy <Davis.Cathy@epa.gov>; Alexandra.deSibour@csra.com; Drummond, Shawn
<Drummond.Shawn@epa.gov>; Dubbs, Kimberly <Dubbs.Kimberly@epa.gov>; Dunbar,
Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia <embry.euleashia@epa.gov>;
Engebretson, Lizabeth < Engebretson, Lizabeth@epa.gov>; Erickson, Amber
<Erickson.Amber@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Fraser, Scott
<Fraser.Scott@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate
<Graf.Kate@epa.gov>; Graubard, Sophia <Graubard.Sophia@epa.gov>; Gray, Linda
<gray.linda@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Gueriguian, Leo
< Gueriguian. Leo@epa.gov>; Gutshall, Renee < Gutshall.Renee@epa.gov>; Hart, Debbi
<Hart.Debbi@epa.gov>; Harvard, Stephanie <Harvard.Stephanie@epa.gov>; Helm, Arron
<Helm.Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy
<Hill.Troy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jablonski, Janice
<jablonski.janice@epa.gov>; Jackson, Terrence < Jackson.Terrence@epa.gov>; Jefferies, Alan
<<u>Jefferies.Alan@epa.gov</u>>; Jimenez, Elaine <<u>Jimenez.Elaine@epa.gov</u>>; Johnson, StacyD
<Johnson.StacyD@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Kaplan, Heidi
< Kaplan. Heidi@epa.gov >; Kavanagh, Erica < kavanagh.erica@epa.gov >; Kelty, Diane
<Kelty.Diane@epa.gov>; Kemp, Lachala <Kemp.Lachala@epa.gov>; Kitamura, Louise
<Kitamura.Louise@epa.gov>; Kloc, Daniel <kloc.daniel@epa.gov>; Kutzke, Julie
< <u>Kutzke.Julie@epa.gov</u>>; Lane, Vicki < <u>Lane.Vicki@epa.gov</u>>; Lattimore, Kraig
<a href="mailto:</a> <a href="mailto:Lee">Lee</a>, Andrea <a href="mailto:Lee">Lee</a
<lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna
<Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Mairose, Sue
<Mairose.Sue@epa.gov>; Margolies, Jennifer <Margolies.Jennifer@epa.gov>; Martinez, Doris
<Martinez.Doris@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>;
Mcclendon, Michelle < McClendon. Michelle@epa.gov >; McKnight, Giovanna
<<u>McKnight.Giovanna@epa.gov</u>>; McManus, Catharine <<u>mcmanus.catharine@epa.gov</u>>;
McNeal, Detha < McNeal. Detha@epa.gov>; Mick, David < Mick. David@epa.gov>; Miles,
Ramona < Miles.Ramona@epa.gov>; Milton, Laura < Milton.Laura@epa.gov>; Monroe, Scott
< Monroe.Scott@epa.gov>; Moore, Gina < Moore.Gina@EPA.GOV>; Nero, Yolanda
<Nero. Yolanda@epa.gov>; Ng, Geoffrey <Ng.Geoffrey@epa.gov>; Nieves, Michael
<Nieves.Michael@epa.gov>; Ocampo, William < Ocampo.William@epa.gov>; Parker, Gary
<parker.gary@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Poulson, Benjamin
<Poulson.Benjamin@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Roberts, Suzanne
<Roberts.Suzanne@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Rubel, Robert
<Rubel.Robert@epa.gov>; Ryans, Denise <Ryans.Denise@epa.gov>; Sanders, Amy
<<u>Sanders.Amy@epa.gov</u>>; Sawyer, Rena <<u>sawyer.rena@epa.gov</u>>; Schwartz, Barbara
<Schwartz.Barbara@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Sharon,
Scott <sharon.scott@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>; Smith, Susan
<Smith.Susan@epa.gov>; Smith, Veronica <Smith.Veronica@epa.gov>; Soward, Ruth-Alene
```

<Soward.Ruth-Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Storm, Derrick <storm.derrick@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylor-smith.chonette@epa.gov>; Thomas, Cheryl@epa.gov>; Tillmon, Sheneka <tillmon.sheneka@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Weller, Gregory <weller.gregory@epa.gov>; White, Tracy <White.Tracy@epa.gov>; Williams, Delphine D. <Williams.Delphine@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Woodard, Cynthia <Woodard.Cynthia@epa.gov>; Wootson, Renee <Wootson.Renee@epa.gov>; Wright, John <wright.john@epa.gov>; Young, Brenda <young.brenda@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Young, Robbie <Young.Robbie@epa.gov>

Subject: HR Community Call - Thursday, April 13, 2017

There is an HR Community Call scheduled for this Thursday, April 13, 2017. At the moment, there are no topics on the agenda. If you have something that you would like to discuss or a topic that you would like OHR to address, please let me know by noon tomorrow, Wednesday, April 12, 2017. Thank you.

# Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319 Mail Code: 3601M

Milliana I Olintan Dullalia

William J. Clinton Building East

Room 1116 C

To: Foster, Simona[foster.simona@epa.gov]

**Cc:** Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Corbett, Krysti

Sent: Wed 5/24/2017 1:05:23 PM Subject: RE: CMS Correspondence

5-23-2017 - Diane Lynne - VERA-VSIPdocx.docx

Here you go!

## Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Foster, Simona

**Sent:** Wednesday, May 24, 2017 8:36 AM **To:** Corbett, Krysti <a href="mailto:Krysti@epa.gov">Corbett.Krysti@epa.gov</a>

Cc: Carpenter, Wesley < Carpenter. Wesley @epa.gov>

Subject: RE: CMS Correspondence

Good Morning Krysti,

Can you email me the letter. I will put it on letter head and then Wes and Linda will sign off once they review.

Simona

From: Carpenter, Wesley

Sent: Tuesday, May 23, 2017 3:52 PM

**To:** Corbett, Krysti < Corbett.Krysti@epa.gov > Cc: Foster, Simona < foster.simona@epa.gov >

Subject: RE: CMS Correspondence

Thanks, Krysti. The letter needs to be placed on letterhead before you sign it and it is distributed.

Wes

From: Corbett, Krysti

Sent: Tuesday, May 23, 2017 3:22 PM

To: Carpenter, Wesley < Carpenter. Wesley @epa.gov >

Cc: Foster, Simona < foster.simona@epa.gov>

Subject: RE: CMS Correspondence

I just brought this up to Simona for review.

## Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Carpenter, Wesley

Sent: Tuesday, May 23, 2017 12:38 PM

Cc: Foster, Simona < foster.simona@epa.gov > Subject: RE: CMS Correspondence
Krysti:
Thanks for the reminder. I have reviewed and attached my comments on the draft letter using the Microsoft Word Track Change feature. Please make the changes to the letter and respond back to Diane. Please be sure to work with Simona, so the controlled action gets closed out in CMS. Thanks.
Wes
From: Corbett, Krysti Sent: Tuesday, May 23, 2017 11:47 AM To: Carpenter, Wesley < Carpenter. Wesley@epa.gov > Subject: FW: CMS Correspondence
Hey Wes,
Just checking in on this – if we are going to get it out by Friday, I'd like to put the package together today for routing.
THANKS!
Krysti Corbett
Director

To: Corbett, Krysti < <a href="mailto:Corbett.Krysti@epa.gov">Corbett.Krysti@epa.gov</a>>

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Corbett, Krysti

Sent: Wednesday, May 17, 2017 8:58 AM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>

**Subject:** CMS Correspondence

Good Morning -

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3<sup>rd</sup> floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

#### Krysti Corbett

Director

Labor and Employee Relations Division

Office of Human Resources
U.S. Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

WJC North 6317A Washington DC 20460 Mail Code 3602A

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

 $\underline{corbett.krysti@epa.gov}$ 

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]

From: Schreefer, Kenneth

**Sent:** Tue 4/11/2017 6:04:10 PM

Subject: FW: HR Community Call - Thursday, April 13, 2017

Wes/Debbi -

See below and these are my thoughts...

# Ex. 5 - Deliberative Process

VERA/VSIP...we already covered that earlier this morning.

# Ex. 5 - Deliberative Process

# Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319

Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: Vaughan, Pat

Sent: Tuesday, April 11, 2017 12:00 PM

To: Schreefer, Kenneth < Schreefer. Kenneth@epa.gov>

Subject: RE: HR Community Call - Thursday, April 13, 2017

It would be nice to just have a general update on a variety of topics on all of our minds. The budget; FTE cuts; monetary award allocations; QSIs; potential for VERA/VSIPs; hiring freeze; shutdown; furloughs; etc. I would hate to see another one cancelled when we are dealing with so many stresses right now and many different rumors.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

**OARS** Website

From: Schreefer, Kenneth

**Sent:** Tuesday, April 11, 2017 9:41 AM

To: Acquisti, Heidi <a href="Acquisti.Heidi@epa.gov">Alapati, Joan <a href="Joan@epa.gov">Alapati.Joan@epa.gov">Alapati.Joan@epa.gov</a>; Allen, Reginald <a href="Reginald@epa.gov">Allen, Tania <a href="Zallen.Tania@epa.gov">Anthony, Sherri <a href="Sherri@epa.gov">Anthony, Sherri@epa.gov</a>; Atkinson, Ryan <a href="Zallen.Tania@epa.gov">Atkinson, Ryan@epa.gov</a>; Baez, Julissa <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Bailey, Lydia <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Bailey, Rhonda <a href="Reginald@epa.gov">Sherri@epa.gov</a>; Bailey, Rhonda <a href="Reginald@epa.gov">Sherri@epa.gov</a>; Bailey, Rhonda <a href="Reginald@epa.gov">Sherri@epa.gov</a>; Bailey, Rhonda <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Baumgarten, Marion <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Benoit, Peggy Ann <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Branch, Rebecca <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Braxton, Marilyn <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Braxton, Marilyn <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Brown, Rohn <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Brown, Wendy <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Burbach, Joseph <a href="Sherri@epa.gov">Sherri@epa.gov</a>; Burloch, Joseph@epa.gov</a>; Burloch, Joseph@epa.gov</a>; Burloch, Sherri@epa.gov</a>; Carpenter, Wesley <a href="Sherri@epa.gov">Carpenter.Wesley@epa.gov</a>; Carter, Pamela <a href="Carter.Pamela@epa.gov">Carter, Pamela@epa.gov</a>; Castaneda, John <a href="Sherri@epa.gov">Castaneda.john@epa.gov</a>; Cherry, Katrina@epa.gov</a>; Christian, Pamela <a href="Christian.Pamela@epa.gov">Cherry, Cherry, Katrina@epa.gov</a>; Christian, Pamela <a href="Christian.Pamela@epa.gov">Cherry, Cherry, Church, Cherry.Katrina@epa.gov</a>; Christian, Pamela@epa.gov</a>; Church,

```
Stacey <Church.Stacey@epa.gov>; Collier, Darrel <collier.darrel@epa.gov>; Collins, BJ
<Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa
<unningham.bisa@epa.gov>; Cunningham, Dennis < Cunningham.Dennis@epa.gov>; Cutrona,
Jennifer < jennifer.cutrona@csra.com>; Datcher, Dawn < Datcher.Dawn@epa.gov>; Davis,
Cathy <Davis.Cathy@epa.gov>; Alexandra.deSibour@csra.com; Drummond, Shawn
<Drummond.Shawn@epa.gov>; Dubbs, Kimberly <Dubbs.Kimberly@epa.gov>; Dunbar,
Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia <embry.euleashia@epa.gov>;
Engebretson, Lizabeth < Engebretson. Lizabeth @epa.gov >; Erickson, Amber
<Erickson.Amber@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Fraser, Scott
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<Graf.Kate@epa.gov>; Graubard, Sophia <Graubard.Sophia@epa.gov>; Gray, Linda
<gray.linda@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Gueriguian, Leo
< Gueriguian.Leo@epa.gov>; Gutshall, Renee < Gutshall.Renee@epa.gov>; Hart, Debbi
< Hart. Debbi@epa.gov>; Harvard, Stephanie < Harvard. Stephanie@epa.gov>; Helm, Arron
<Helm.Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy
<jablonski.janice@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Jefferies, Alan
<Jefferies.Alan@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Johnson, StacyD
<Johnson.StacyD@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Kaplan, Heidi
<Kaplan.Heidi@epa.gov>; Kavanagh, Erica <kavanagh.erica@epa.gov>; Kelty, Diane
<Kelty.Diane@epa.gov>; Kemp, Lachala <Kemp.Lachala@epa.gov>; Kitamura, Louise
<Kitamura.Louise@epa.gov>; Kloc, Daniel <kloc.daniel@epa.gov>; Kutzke, Julie
< <u>Kutzke.Julie@epa.gov</u>>; Lane, Vicki < <u>Lane.Vicki@epa.gov</u>>; Lattimore, Kraig
<a href="mailto:</a> <a href="
<lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna
<Lesperance.Twanna@epa.gov>; Maher, Karen < Maher.Karen@epa.gov>; Mairose, Sue
<Mairose.Sue@epa.gov>; Margolies, Jennifer <Margolies.Jennifer@epa.gov>; Martinez, Doris
<Martinez.Doris@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>;
Mcclendon, Michelle < McClendon. Michelle @epa.gov>; McKnight, Giovanna
<McKnight.Giovanna@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>;
McNeal, Detha < McNeal. Detha@epa.gov>; Mick, David < Mick. David@epa.gov>; Miles,
Ramona < Miles.Ramona@epa.gov>; Milton, Laura < Milton.Laura@epa.gov>; Monroe, Scott
<Monroe.Scott@epa.gov>; Moore, Gina <Moore.Gina@EPA.GOV>; Nero, Yolanda
<Nero. Yolanda@epa.gov>; Ng, Geoffrey <Ng.Geoffrey@epa.gov>; Nieves, Michael
<Nieves.Michael@epa.gov>; Ocampo, William <Ocampo.William@epa.gov>; Parker, Gary
<parker.gary@epa.gov>; Pastalove, Barbara < Pastalove.Barbara@epa.gov>; Poulson, Benjamin
< Poulson. Benjamin@epa.gov >; Price, Patricia < price.patricia@epa.gov >; Roberts, Suzanne
< <u>Roberts.Suzanne@epa.gov</u>>; Rodriguez, Ray < <u>Rodriguez.Ray@epa.gov</u>>; Rubel, Robert
< Rubel. Robert@epa.gov>; Ryans, Denise < Ryans. Denise@epa.gov>; Sanders, Amy
<Sanders.Amy@epa.gov>; Sawyer, Rena <sawyer.rena@epa.gov>; Schwartz, Barbara
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Scott <sharon.scott@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>; Smith, Susan
<<u>Smith.Susan@epa.gov</u>>; Smith, Veronica <<u>Smith.Veronica@epa.gov</u>>; Soward, Ruth-Alene
<Soward.Ruth-Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>; Stevens, Robert
<Stevens.Robert@epa.gov>; Storm, Derrick <storm.derrick@epa.gov>; Taylor, Jeremy
<Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylor-smith.chonette@epa.gov>; Thomas,
```

Cheryl <a href="mailto:cheryl@epa.gov">"> Tillmon, Sheneka <a href="mailto:cheryl@epa.gov">"> Torrez, Alfredo <a href="mailto:cheryl@epa.gov">"> Torrez, Alfredo <a href="mailto:cheryl@epa.gov">"> Torrez, Alfredo <a href="mailto:cheryl@epa.gov">"> Vaughan, Pat <a href="mailto:cheryl@epa.gov">"> Weller, Gregory <a href="mailto:weller.gregory@epa.gov">"> Weller, Gregory <a href="mailto:weller.gregory@epa.gov">"> Williams, Delphine D. <a href="mailto:weller.gregory@epa.gov">"> Williams, Delphine D. <a href="mailto:weller.gregory">"> Williams, Delphine D. <a href="mailto:weller.gregory">"> Woodard, Cynthia <a href="mailto:weller.gregory">"

Subject: HR Community Call - Thursday, April 13, 2017

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# Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: 202-564-4319

Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/11/2017 2:39:03 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

**Subject**: FW: Summary of April 6 CHCO Academy session **Attachments**: CHCO AcademyWorkforceReshapingApril2017.docx

Please see attached. I'm bringing copies of slide 13. DH

----Original Message----

From: Hart, Debbi

Sent: Thursday, April 06, 2017 10:59 AM To: Gray, Linda <gray.linda@epa.gov>

Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: RE: Summary of today's meeting

Yes- will do. Any idea why it was so short?

----Original Message----

From: Gray, Linda

Sent: Thursday, April 06, 2017 10:55 AM To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Summary of today's meeting

Good morning Debbi,

Can you provide a brief summary of today's OPM meeting for our OHR meeting with Donna on Tuesday?

Sent from my iPhone

# CHCO Academy: Workforce Reshaping April 6, 2017

- Very quick recap of previous sessions on the following areas:
  - Human Capital Planning and Workforce Analytics
  - o Strategic Evaluation of Human Capital Programs
  - Workforce Reshaping Process and Options
  - Supporting the Workforce and Sustaining High Performance
  - o Supporting Federal Agencies in Meeting Mission Objectives
- With respect to workforce reshaping, clear and transparent communications recommended.
- Slide 13 on Workforce Reshaping Option good graphic for delineating ongoing, temporary, voluntary and permanent options.
- OPM indicated they would take 5-7 days to approve VERA/VSIP packages.



To: Corbett, Krysti[Corbett.Krysti@epa.gov]

**Cc:** Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Foster, Simona

Sent: Wed 5/24/2017 12:35:52 PM Subject: RE: CMS Correspondence

Good Morning Krysti,

Can you email me the letter. I will put it on letter head and then Wes and Linda will sign off once they review.

Simona

From: Carpenter, Wesley

Sent: Tuesday, May 23, 2017 3:52 PM

**To:** Corbett, Krysti < Corbett.Krysti@epa.gov> **Cc:** Foster, Simona < foster.simona@epa.gov>

Subject: RE: CMS Correspondence

Thanks, Krysti. The letter needs to be placed on letterhead before you sign it and it is distributed.

Wes

From: Corbett, Krysti

Sent: Tuesday, May 23, 2017 3:22 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Cc: Foster, Simona < foster.simona@epa.gov>

Subject: RE: CMS Correspondence

I just brought this up to Simona for review.

# Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Carpenter, Wesley

Sent: Tuesday, May 23, 2017 12:38 PM

**To:** Corbett, Krysti < <u>Corbett.Krysti@epa.gov</u>> **Cc:** Foster, Simona < <u>foster.simona@epa.gov</u>>

Subject: RE: CMS Correspondence

Krysti:

Thanks for the reminder. I have reviewed and attached my comments on the draft letter using the Microsoft Word Track Change feature. Please make the changes to the letter and respond back to Diane. Please be sure to work with Simona, so the controlled action gets closed out in CMS. Thanks.

Wes

From: Corbett, Krysti

Sent: Tuesday, May 23, 2017 11:47 AM

**To:** Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>>

Subject: FW: CMS Correspondence

Hey Wes,

Just checking in on this - if we are going to get it out by Friday, I'd like to put the package together today for routing.

THANKS!

# Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Corbett, Krysti

Sent: Wednesday, May 17, 2017 8:58 AM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>

Subject: CMS Correspondence

Good Morning -

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3<sup>rd</sup> floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

# Krysti Corbett

Director

Labor and Employee Relations Division

Office of Human Resources U.S. Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

WJC North 6317A Washington DC 20460 Mail Code 3602A

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Parker, Gary

Sent: Tue 4/25/2017 3:11:45 PM
Subject: OARM and OHR info
OARM.OHR Eligibility 4.25.17.xlsx

Wes,

OARM and OHR V/V by pay grade and occ series

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Redacted

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]
Cc: Foster, Simona[foster.simona@epa.gov]

From: Corbett, Krysti

**Sent:** Tue 5/23/2017 7:22:08 PM **Subject:** RE: CMS Correspondence

I just brought this up to Simona for review.

## Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Carpenter, Wesley

Sent: Tuesday, May 23, 2017 12:38 PM

**To:** Corbett, Krysti < Corbett.Krysti@epa.gov> **Cc:** Foster, Simona < foster.simona@epa.gov>

Subject: RE: CMS Correspondence

Krysti:

Thanks for the reminder. I have reviewed and attached my comments on the draft letter using the Microsoft Word Track Change feature. Please make the changes to the letter and respond back to Diane. Please be sure to work with Simona, so the controlled action gets closed out in CMS. Thanks.

Wes

From: Corbett, Krysti

**Sent:** Tuesday, May 23, 2017 11:47 AM

To: Carpenter, Wesley < Carpenter. Wesley @epa.gov >

Subject: FW: CMS Correspondence

Hey Wes,

Just checking in on this - if we are going to get it out by Friday, I'd like to put the package together today for routing.

THANKS!

## Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Corbett, Krysti

Sent: Wednesday, May 17, 2017 8:58 AM

To: Gray, Linda <gray.linda@epa.gov>, Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>

Subject: CMS Correspondence

#### Good Morning –

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3<sup>rd</sup> floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

#### Krysti Corbett

Director

Labor and Employee Relations Division

Office of Human Resources
U.S. Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

WJC North 6317A Washington DC 20460 Mail Code 3602A

Desk Phone: (202) 564-6295

Mobile: Ex. 6 - Personal Privacy

corbett.krysti@epa.gov

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 3/20/2017 1:27:09 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Showman, John

[Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Subject**: RE: Policy question

From Loretta, yes, the 1986 policy's competitive areas are the smallest allowed by reg.

5 CFR 351.402 - Competitive area.

(b) A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

----Original Message----

From: Vizian, Donna

Sent: Friday, March 17, 2017 8:47 AM

To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John

<Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer beget 10 on Monday? Thanks much

To: Gray, Linda[gray.linda@epa.gov]

**Cc:** Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Coogan, Daniel

**Sent:** Wed 3/29/2017 3:32:03 PM

Subject: RE: FY18activity\_HumanResources.docx

FY18activity HumanResources.docx

Thank you. Attached is the most up to date version reflect these changes. You'll notice that the format changed because we wanted to make each submission follow the same structure (but we did not make any substantive changes).

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

C: Ex. 6 - Personal Privacy

OARM Budget SharePoint Site

From: Gray, Linda

**Sent:** Wednesday, March 29, 2017 10:48 AM **To:** Coogan, Daniel <a href="mailto:Coogan.Daniel@epa.gov">Coogan.Daniel@epa.gov</a>

Cc: Carpenter, Wesley < Carpenter. Wesley @epa.gov>

Subject: FY18activity HumanResources.docx

Dan,

I did a more careful review and noticed some additional programs that should be added and some that we will not be able to do.

Linda Gray

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 4/21/2017 3:55:33 PM

To: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

**Subject**: RE: EPA V/V Site Update?

Thanks- we are updating.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

\*

From: Showman, John

Sent: Thursday, April 20, 2017 10:29 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: Fwd: EPA V/V Site Update?

# Sent from my iPhone

#### Begin forwarded message:

**From:** "Newton, Cheryl" < <u>Newton.Cheryl@epa.gov</u>>

**Date:** April 20, 2017 at 9:26:52 PM EDT

To: "Showman, John" < Showman.John@epa.gov >

Cc: "Sanders, Amy" <Sanders.Amy@epa.gov>, "Meyer, Dale"

<meyer.dale@epa.gov>

#### Subject: EPA V/V Site Update?

Hi John – You guys may be on this but just in case folks have forgotten. You can still reach the Intranet site with all the information from the 2014 VERA/VSIP at

http://intranet.epa.gov/policy/buyouts/. Because it's not labeled with any year reference, people doing searches may find it and think its current or somehow applicable to now. We may want to scrub the site and only keep general information from OPM, EPA Retirement Counselors and Retirement Calculators. We have referred people to OPM's site prior to this week, but if EPA is moving forward it may be good to set up our own site for 2017 so we'll have a similar repository for this time. Thanks

Hart, Debbi [Hart.Debbi@epa.gov] From:

3/17/2017 1:46:42 PM Sent:

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Showman, John [Showman.John@epa.gov]

Subject: RE: Policy question

#### We are on it. D

----Original Message----

From: Carpenter, Wesley Sent: Friday, March 17, 2017 9:29 AM To: Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John

<Showman.John@epa.gov>

Subject: Re: Policy question

#### Donna:

I sent an email to Debbi and Loretta. We will follow-up with you later today.

#### Wes

Sent from my iPhone

> On Mar 17, 2017, at 8:46 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

> GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer beget 10 on Monday? Thanks much

>>

10 on Monday? Thanks much

```
Gray, Linda [gray.linda@epa.gov]
From:
             3/17/2017 1:31:07 PM
Sent:
To:
             Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject:
             Re: Policy question
Wes,
They were already working it. She asked for a response by Monday.
Sent from my iPhone
> On Mar 17, 2017, at 9:29 AM, Carpenter, Wesley <Carpenter.Wesley@epa.gov> wrote:
> Donna:
> I sent an email to Debbi and Loretta. We will follow-up with you later today.
> Wes
>
> Sent from my iPhone
>> On Mar 17, 2017, at 8:46 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
```

>> GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer beget

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 4/21/2017 12:29:40 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: Susan Smith

Good morning. Nigel Simon visited me on yesterday and told me that they would not be able to spare Susan Smith until October because of the VERA/VSIP. I spoke with John and Donna. I have reached out to Suzanne to see if she is willing to extend.

# Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax To: Hart, Debbi[Hart.Debbi@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]

From: Showman, John

Sent: Fri 4/21/2017 2:29:15 AM Subject: Fwd: EPA V/V Site Update?

Sent from my iPhone

Begin forwarded message:

From: "Newton, Cheryl" < Newton. Cheryl@epa.gov>

Date: April 20, 2017 at 9:26:52 PM EDT

To: "Showman, John" < Showman.John@epa.gov>

Cc: "Sanders, Amy" < Sanders. Amy@epa.gov>, "Meyer, Dale" < meyer.dale@epa.gov>

Subject: EPA V/V Site Update?

Hi John – You guys may be on this but just in case folks have forgotten. You can still reach the Intranet site with all the information from the 2014 VERA/VSIP at <a href="http://intranet.epa.gov/policy/buyouts/">http://intranet.epa.gov/policy/buyouts/</a>. Because it's not labeled with any year reference, people doing searches may find it and think its current or somehow applicable to now. We may want to scrub the site and only keep general information from OPM, EPA Retirement Counselors and Retirement Calculators. We have referred people to OPM's site prior to this week, but if EPA is moving forward it may be good to set up our own site for 2017 so we'll have a similar repository for this time. Thanks

From: Vizian, Donna [Vizian.Donna@epa.gov]

**Sent**: 3/17/2017 12:46:41 PM

To: Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov];

Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer beget 10 on Monday? Thanks much

**To:** RHRO[RHRO@epa.gov]; OHR PMOs[OHR\_PMOs@epa.gov]

Cc: Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov];

Hampton, Torrey[hampton.torrey@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Kuhns,

Jason[Kuhns.Jason@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Carpenter,

Wesley[Carpenter.Wesley@epa.gov]

From: Hunt, Loretta

**Sent:** Wed 5/31/2017 3:43:00 PM

Subject: Fw: V/V Follow up

FYI

From: Vizian, Donna

Sent: Wednesday, May 31, 2017 11:24 AM

To: 2017HQfirstassistants; 2017Regionfirstassistants; DAA-Career; DRA; ARA

Cc: Hart, Debbi; Hunt, Loretta; Showman, John

Subject: V/V Follow up

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,

Donna

Ms. Diane Lynne President, National Treasury Employees Union Chapter 280 1200 Pennsylvania Ave NW Mail Code: UN-200T Washington, DC 20460

Dear Ms. Lynne:

Thank you for your letter to the Administrator, dated April 27, 2017, requesting broad implementation of Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (VSIP). As management's designated representative, I am responding on behalf of the Administrator.

Per the President's Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce, dated April 12, 2017, agencies are charged with developing an agency reform plan and budget, which includes evaluating near-term workforce reduction actions.

Currently, EPA is evaluating VERA/VSIP as an option to effect near-term workforce reductions. The Agency appreciates your suggestion that VERA/VSIPs be applied broadly throughout the agency, and will take your recommendation into consideration when making final determinations on our path forward.

I thank you for your continued dedication to the agency and our employees. Please contact me if you have any further questions.

Sincerely,

Krysti Corbett, Director Labor and Employee Relations Division Office of Human Resources

From: Green-Goldsborough, Kimberly [Green-Goldsborough.Kimberly@epa.gov]

**Sent**: 5/31/2017 12:09:12 PM

To: Ack, David [Ack.David@epa.gov]

CC: Hardy, Michael [Hardy.Michael@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: RE: Call out for Lean Practioners

Hi David,

I sure will. Thanks for the details.

Kim

From: Ack, David

Sent: Wednesday, May 31, 2017 7:04 AM

To: Green-Goldsborough, Kimberly < Green-Goldsborough. Kimberly@epa.gov>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Call out for Lean Practioners

Importance: High

Kim,

I won't be able to attend the CoP meeting next week as I will be in a conference with OCFO and OGD Tues-Thurs. If you can, please give a call out for Lean Practioners, Green and Black Belts that are looking for some projects. As you know, OARM is tackling the Offboarding process and we are looking for team leaders that will be able to assist and/or lead one (or more) Value Stream Mapping events. These events will be 1 to 3 days, depending on the particular office and their involvement with the offboarding process. We hope to have all of the VSM's completed by mid- August. \*\*These will be high visibility projects\*\*

We will also be building a Tiger Team to be on hand for scheduled one-stop shop events should there be early buyouts. These events are being modeled on the successes of other projects. Anyone interested should contact me directly- we would like to start getting names for the VSM teams by June 9<sup>th</sup> but NLT the 16<sup>th</sup>. Thanks and feel free to blast this out early.

Regards,

David B. Hek, MPA

Business Process Improvement Coordinator Lean Six Sigma Master Black Belt/OARM Lean Advocate Office of Administration and Resources Management Office of Resources, Operations and Management I/O U.S. Environmental Protection Agency WJCN 3353H 1200 Pennsylvania Avenue NW Washington, DC 20460 202-564-2885 (o)

Ex. 6 - Personal Privacy ( C )



To: Vizian, Donna[Vizian.Donna@epa.gov]

Cc: Gray, Linda[gray.linda@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Hart,

Debbi[Hart.Debbi@epa.gov] **From:** Hunt, Loretta

**Sent:** Wed 7/12/2017 3:59:41 PM

Subject: Updated Workforce Reshaping Options Document

Workforce Reshaping Options 7-12-17.docx

Donna,

1.

2

# Ex. 5 - Deliberative Process

3.

Ex. 5 - Deliberative Process

4.

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Loretta L. Hunt

**Branch Chief** 

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Westenberger, Andrea

Location: Ex. 6 - Personal Privacy | Normal

Importance: Norma Subject: ARA-OARM Call

**Start Date/Time:** Tue 7/18/2017 3:30:00 PM Tue 7/18/2017 4:30:00 PM

# **ARA-OARM Call**

Tuesday, 7/18, 8:30 am - 9:30 PST

# Ex. 6 - Personal Privacy

Note: To reduce costs, please call the 1-866 number in groups as we are charged per line/per minute.

Join Skype Meeting

For questions or agenda items, please contact Andrea Westenberger, Lynnann Hitchens, and Michael Hardy.

	Topic Title	Materials	Presenter(s)/Office	Time (PST)
1	Roll Call		Andrea Westenberger (R10)	8:30-8:35
2	•□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□		Andrea Westenberger (R10) Nancy Lindsay (R10)	8:35-8:40
3	Biweekly Pay Cap IG Audit		Wes Carpenter (OARM-OHR)	8:40-8:50
4	Performance Improvement Plan (sent by Donna Vizian on 7/12)		Wes Carpenter (OARM- OHR)	8:50-9:00
5	Establishing Official Duty Stations Away from the Position of Record at Other U.S. Environmental Protection Agency Locations		Loretta Hunt (OARM- OHR)	9:00-9:10

6	VERA/VSIP	Loretta Hunt (OARM- OHR)	9:10-9:20
7	EAP Update	Wes Carpenter (OARM-OHR)	9:20-9:30
		Loretta Hunt (OARM-OHR)	

From: Showman, John [Showman.John@epa.gov]

**Sent**: 7/12/2017 3:52:42 PM

To: OARM-ALL [OARMALL@epa.gov]

Subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me tomorrow. The letter will provide specifics on the application process; please be aware the application period opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact your Office Director or Deputy Office Director with any questions you may have about our VERA/VSIP.

John L Showman III, Acting Principal Deputy Assistant Administrator Office of Administration and Resources Management US Environmental Protection Agency 202-564-5341

From: Hardy, Michael [Hardy.Michael@epa.gov]

**Sent**: 6/15/2017 9:01:12 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Cooper, Marian

[Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov];

Cunningham, Bisa [cunningham.bisa@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]

**Subject**: Re: Topics for the upcoming ARA call

Got it...

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management Office of Administration and Resources Management

**US EPA** 

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

On Jun 15, 2017, at 4:31 PM, Carpenter, Wesley < <u>Carpenter.Wesley@epa.gov</u>> wrote:

Michael:

If possible, we will plan on briefing the ARAs on V/V, EAP and Populating PIPs into LERIS. Please confirm. Thanks.

Wes

From: Hardy, Michael

Sent: Thursday, June 15, 2017 4:26 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov >

**Cc:** Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <<u>hitchens.lynnann@epa.gov</u>>; Cooper, Marian

<<u>Cooper.Marian@epa.gov</u>>; Bell, Matthew <<u>Bell.Matthew@epa.gov</u>>; Hart, Debbi

< Hart. Debbi@epa.gov >; Cunningham, Bisa < cunningham.bisa@epa.gov >

Subject: RE: Topics for the upcoming ARA call

Wes,

I've been informed that the agenda is facing some time constraints. Is it possible to discuss either the Drug Free Workplace or EAP at a future call? Just keep one of them for next week?

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

**US EPA** 

1200 Pennsylvania Avenue, NW

## Washington, D.C. 20460 202-564-7899 - Work

Ex. 6 - Personal Privacy

From: Carpenter, Wesley

Sent: Thursday, June 15, 2017 3:44 PM

To: Hardy, Michael < Hardy, Michael@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cooper, Marian

<Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hart, Debbi

<a href="mailto:</a><a href="mailto:Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>>; Cunningham, Bisa <a href="mailto:Cunningham.bisa@epa.gov">Cunningham.bisa@epa.gov</a>>

Subject: RE: Topics for the upcoming ARA call

Michael:

OHR is prepared to discuss the following topics:

- V/V
- Drug-free Workplace
- EAP

Please let me know if you have any questions. Thanks.

Wes

From: Hardy, Michael

Sent: Thursday, June 15, 2017 3:24 PM

To: Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Noga, Vaughn <Noga, Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: Topics for the upcoming ARA call

#### Good afternoon,

The next ARA call with OARM and OCFO is scheduled for next Tuesday, 6/20... We're scheduled to cover our portion from 11:30-12:00... Thus far the requested topics from the ARA's include V/V and the future of Agency participation in the funding of fitness centers... Are there any other topics you wish to have on the agenda? Please respond before Monday afternoon and thanks!

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management Office of Administration and Resources Management US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

- Cell

Ex. 6 - Personal Privacy

From: Hardy, Michael [Hardy.Michael@epa.gov]

**Sent**: 7/17/2017 6:23:28 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]

**Subject**: Re: ARA-OARM Call, 7/18 - request for additional agenda topics

Wes,

I was under the impression that OHR would lead this portion of the conversation.

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management Office of Administration and Resources Management US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

On Jul 17, 2017, at 1:20 PM, Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a> wrote:

#### Michael:

Are the HR SSCs taking the lead on the V/V discussion with the ARAs now that the approval process is over? Please advise. Thanks.

Wes

From: Hardy, Michael

Sent: Monday, July 17, 2017 1:13 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

**Subject:** Re: ARA-OARM Call, 7/18 - request for additional agenda topics

Wes,

Yes, V/V has been included in the agenda.

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy | Cell

On Jul 17, 2017, at 1:11 PM, Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a> wrote:

#### Michael:

This is a follow-up to your request last Thursday regarding topics for the ARA call tomorrow. Linda submitted EAP (see forwarded email). I also need to know if V/V is on the agenda. Please advise and let me know if you have any questions. Thanks.

Wes

From: Gray, Linda

Sent: Thursday, July 13, 2017 3:26 PM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov>

Cc: Hardy, Michael < Hardy, Michael@epa.gov >; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Please add EAP update

### Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hitchens, Lynnann

Sent: Thursday, July 13, 2017 2:47 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>

Cc: Hardy, Michael <a href="mailto:Hardy.Michael@epa.gov">Hardy, Michael@epa.gov</a>>

Subject: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Hi -- Michael sent out a call for topics for next week's OARM/ARA meeting – however I wanted to let you know that the ARAs also asked for V/V update and Performance Improvement Plan. Thanks!

#### Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Thursday, July 13, 2017 2:43 PM

To: ARA < ARA@epa.gov>

Cc: Deputy ARAs < Deputy ARAs@epa.gov>; Hardy, Michael < Hardy.Michael@epa.gov>;

Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">hitchens.lynnann@epa.gov</a>>

Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

- <!--[if !supportLists]--><!--[endif]-->VERA/VSIP
- <!--[if !supportLists]--><!--[endif]-->Performance Improvement Plan (sent by Donna on 7/12)
- <!--[if !supportLists]--><!--[endif]-->EMS
  Ex. 5 Deliberative Process

Thanks, Andrea

#### Andrea Westenberger

Lead Region Coordinator for OCFO & OARM EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy Cell)

<u>westenberger.andrea@epa.gov</u>

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 7/12/2017 2:04:53 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Gray, Linda [gray.linda@epa.gov]

**Subject**: Re: VERA/VSIP is heating up

I'm on the line- is the call happening?

Sent from my iPhone

On Jul 12, 2017, at 9:55 AM, Carpenter, Wesley < <u>Carpenter Wesley @epa.gov</u> wrote:

Thanks, Loretta. Debbi is calling into the meeting.

Wes

From: Hunt, Loretta

Sent: Wednesday, July 12, 2017 9:54 AM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov > Subject: VERA/VSIP is heating up

Importance: High

Linda/Wes,

I may need to miss the 10 am to put out some fires. Will let you know.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Jones, Enesta [Jones.Enesta@epa.gov]

**Sent**: 7/17/2017 5:42:27 PM

To: Lynn, Tricia [lynn.tricia@epa.gov]; Amorosi, Joanne [Amorosi.Joanne@epa.gov]; Carpenter, Wesley

[Carpenter.Wesley@epa.gov]

CC: McMichael, Nate [McMichael.Nate@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Jones, Enesta

[Jones.Enesta@epa.gov]

Subject: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

Hi Wesley, can you help in Joanne's absence? The deadline is today.

Thanks -- I'll take the baton from here. Please get back to me directly, Joanne.

On Jul 17, 2017, at 1:36 PM, Lynn, Tricia < lynn.tricia@epa.gov > wrote:

Plus Enesta, who handles OCFO for OPA.

From: McMichael, Nate

Sent: Monday, July 17, 2017 1:30 PM

To: Lynn, Tricia <lynn.tricia@epa.gov>; Amorosi, Joanne <a href="mailto:Amorosi.Joanne@epa.gov">Amorosi.Joanne@epa.gov</a>>

Cc: Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>

Subject: Re: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

+ Joanne

Thanks. I think that OARM should take the lead on this one. Joanne, please let me know if you need anything from OCFO.

Thanks!

#### **Enesta Jones**

U.S. EPA

Office of Media Relations

Office: 202.564.7873

Cell: Ex. 6 - Personal Privacy

On Jul 17, 2017, at 1:26 PM, Lynn, Tricia < lynn.tricia@epa.gov> wrote:

2 pm deadline. I'll let him know that we'll do our best but that's tight.

From: Lynn, Tricia

Sent: Monday, July 17, 2017 1:20 PM

To: McMichael, Nate < mcmichael.nate@epa.gov>

Subject: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

Hi Nate-

I think this is for you, but let me know if it's OARM.

<sup>&</sup>quot;The root of all joy is gratefulness."

#### Thanks!

Deadline: Pending

Outlet: Washington Free Beacon

Reporter: Bill McMorris mcmorris@freebeacon.com

## From the Reporter:

An AFGE Region leader just said that buyout notices were sent to 182 people in Region 5 and that the agency is seeking to 1,200 buyouts nationwide by September 2. We wanted to confirm if these figures were correct and to get the reasoning behind the notice.

From: Cooper, Marian [Cooper.Marian@epa.gov]

**Sent**: 6/15/2017 8:28:17 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: RE: Topics for the upcoming ARA call

Attachments: ATT57887



Marian Pechmann Cooper Chief of Staff Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



From: Carpenter, Wesley

Sent: Thursday, June 15, 2017 4:28 PM

To: Hardy, Michael < Hardy. Michael@epa.gov>

**Cc:** Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cooper, Marian

<Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham,

Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Topics for the upcoming ARA call

#### Michael:

We also want to add the following topic:

Populating PIP data into LERIS

Wes

From: Hardy, Michael

Sent: Thursday, June 15, 2017 3:46 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cooper, Marian

<Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham,

Bisa <cunningham.bisa@epa.gov>

Subject: RE: Topics for the upcoming ARA call

#### Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy | Cell

From: Carpenter, Wesley

Sent: Thursday, June 15, 2017 3:44 PM

To: Hardy, Michael < Hardy. Michael@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cooper, Marian

<Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham,

Bisa < cunningham.bisa@epa.gov>

Subject: RE: Topics for the upcoming ARA call

Michael:

OHR is prepared to discuss the following topics:

- V/V
- Drug-free Workplace
- EAP

Please let me know if you have any questions. Thanks.

Wes

From: Hardy, Michael

Sent: Thursday, June 15, 2017 3:24 PM

To: Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly

<<u>Patrick.Kimberly@epa.gov</u>>; Legare, Pamela <<u>Legare.Pamela@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Carpenter,

Wesley <Carpenter.Wesley@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann

<Petrole.Maryann@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>;

Bell, Matthew <a href="mailto:Bell.Matthew@epa.gov">Bell, Matthew@epa.gov">Bell, Matthew@epa.gov</a>; Hitchens, Lynnann <a href="mailto:hitchens.lynnann@epa.gov">hitchens.lynnann@epa.gov</a>; Vizian, Donna

<Vizian.Donna@epa.gov>

Subject: Topics for the upcoming ARA call

Good afternoon,

The next ARA call with OARM and OCFO is scheduled for next Tuesday, 6/20... We're scheduled to cover our portion from 11:30-12:00... Thus far the requested topics from the ARA's include V/V and the future of

Agency participation in the funding of fitness centers... Are there any other topics you wish to have on the agenda? Please respond before Monday afternoon and thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 7/12/2017 1:53:58 PM

**To**: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: VERA/VSIP is heating up

Importance: High

Linda/Wes,

I may need to miss the 10 am to put out some fires. Will let you know.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

**Sent**: 7/17/2017 5:18:24 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

**Subject**: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Hi, Wes.

Will there be SSC representation on the call? At this point, V/V activities have been mostly handed over to the SSCs. If there are operational questions from the ARA's (etc., application, benefits, processing, etc.), I'm not sure Debbi or I could answer them.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Carpenter, Wesley

Sent: Monday, July 17, 2017 1:14 PM

**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov> **Subject:** FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Debbi/Loretta:

FYI - I will forward you the invite shortly.

Wes

From: Hardy, Michael

Sent: Monday, July 17, 2017 1:13 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: Re: ARA-OARM Call, 7/18 - request for additional agenda topics

Wes,

Yes, V/V has been included in the agenda.

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management Office of Administration and Resources Management

**US EPA** 

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy Cell

On Jul 17, 2017, at 1:11 PM, Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a> wrote:

#### Michael:

This is a follow-up to your request last Thursday regarding topics for the ARA call tomorrow. Linda submitted EAP (see forwarded email). I also need to know if V/V is on the agenda. Please advise and let me know if you have any questions. Thanks.

Wes

From: Gray, Linda

Sent: Thursday, July 13, 2017 3:26 PM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov>

Cc: Hardy, Michael < Hardy. Michael@epa.gov >; Carpenter, Wesley < Carpenter. Wesley@epa.gov >

Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Please add EAP update

## Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Thursday, July 13, 2017 2:47 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>

Cc: Hardy, Michael < Hardy, Michael@epa.gov>

Subject: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Hi -- Michael sent out a call for topics for next week's OARM/ARA meeting – however I wanted to let you know that the ARAs also asked for V/V update and Performance Improvement Plan. Thanks!

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Thursday, July 13, 2017 2:43 PM

To: ARA <<u>ARA@epa.gov</u>>

**Cc:** Deputy ARAs < Deputy ARAs@epa.gov>; Hardy, Michael < Hardy, Michael@epa.gov>; Hitchens,

Lynnann <hitchens.lynnann@epa.gov>

Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

VERA/VSIP

- Performance Improvement Plan (sent by Donna on 7/12)
- EMS Ex. 5 Deliberative Process

Thanks, Andrea

#### **Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office)

Ex. 6 - Personal Privacy Cell)

westenberger.andrea@epa.gov

From: Schreefer, Kenneth [Schreefer.Kenneth@epa.gov]

**Sent**: 7/20/2017 2:33:41 PM

To: Acquisti, Heidi [Acquisti.Heidi@epa.gov]; Alapati, Joan [Alapati.Joan@epa.gov]; Allen, Reginald

[Allen.Reginald@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Anthony, Sherri [Anthony.Sherri@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Baez, Julissa [baez.julissa@epa.gov]; Bailey, Lydia [bailey.lydia@epa.gov]; Bailey, Rhonda [Bailey.Rhonda@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; Benoit, Peggy Ann [Benoit.Peggy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Bradish, Tracey [bradish.tracey@epa.gov]; Branch, Rebecca [Branch.Rebecca@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Breneman, Sara

[breneman.sara@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Brown, Wendy [brown.wendy@epa.gov]; Burbach, Joseph [burbach.joseph@epa.gov]; Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]; Burt, Cynthia

[Burt.Cynthia@epa.gov]; Butler, Lorraine [Butler.Lorraine@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Carter, Pamela [Carter.Pamela@epa.gov]; Castaneda, John [castaneda.john@epa.gov]; Cherry, Katrina [Cherry.Katrina@epa.gov]; Christian, Pamela

[Christian.Pamela@epa.gov]; Church, Stacey [Church.Stacey@epa.gov]; Collier, Darrel [collier.darrel@epa.gov];

Collins, BJ [Collins.BJ@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Cunningham, Bisa

[cunningham.bisa@epa.gov]; Cunningham, Dennis [Cunningham.Dennis@epa.gov]; Cutrona, Jennifer [jennifer.cutrona@csra.com]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov];

Alexandra.deSibour@csra.com; Drummond, Shawn [Drummond.Shawn@epa.gov]; Dubbs, Kimberly

[Dubbs. Kimberly@epa.gov]; Dunbar, Danielle [dunbar.danielle@epa.gov]; Embry, Euleashia

[embry.euleashia@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Erickson, Amber

[Erickson.Amber@epa.gov]; Feeley, James [Feeley.James@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov];

Fraser, Scott [Fraser.Scott@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Graf, Kate

[Graf.Kate@epa.gov]; Graubard, Sophia [Graubard.Sophia@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Gray, Richard [Gray.Richard@epa.gov]; Gueriguian, Leo [Gueriguian.Leo@epa.gov]; Gutshall, Renee

[Gutshall.Renee@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Harvard, Stephanie [Harvard.Stephanie@epa.gov];

Helm, Arron [Helm.Arron@epa.gov]; Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hill, Troy [Hill.Troy@epa.gov];

Hunt, Loretta [Hunt.Loretta@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Jackson, Terrence [Jackson.Terrence@epa.gov]; Jefferies, Alan [Jefferies.Alan@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov];

Johnson, StacyD [Johnson.StacyD@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]; Kaplan, Heidi

[Kaplan.Heidi@epa.gov]; Kavanagh, Erica [kavanagh.erica@epa.gov]; Kelty, Diane [Kelty.Diane@epa.gov]; Kemp, Lachala [Kemp.Lachala@epa.gov]; Kitamura, Louise [Kitamura.Louise@epa.gov]; Kloc, Daniel [kloc.daniel@epa.gov];

Kutzke, Julie [Kutzke.Julie@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov];

Lee, Andrea [Lee.Andrea@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov];

Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Margolies, Jennifer [Margolies.Jennifer@epa.gov]; Marlinga, Richard

[marlinga.richard@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]; Martinez, Gwendolyn

[Martinez.Gwendolyn@epa.gov]; Mcclendon, Michelle [McClendon.Michelle@epa.gov]; McKnight, Giovanna

[McKnight.Giovanna@epa.gov]; McManus, Catharine [mcmanus.catharine@epa.gov]; McNeal, Detha

[McNeal.Detha@epa.gov]; Mick, David [Mick.David@epa.gov]; Miles, Ramona [Miles.Ramona@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Monroe, Scott [Monroe.Scott@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov];

Moore, Gina [Moore.Gina@EPA.GOV]; Nero, Yolanda [Nero.Yolanda@epa.gov]; Ng, Geoffrey

[Ng.Geoffrey@epa.gov]; Nieves, Michael [Nieves.Michael@epa.gov]; Ocampo, William [Ocampo.William@epa.gov];

Parker, Gary [parker.gary@epa.gov]; Pastalove, Barbara [Pastalove.Barbara@epa.gov]; Peabody, Hitch

[Peabody.Hitch@epa.gov]; Peters, Dana~[Peters.Dana@epa.gov]; Poulson, Benjamin~[Poulson.Benjamin@epa.gov]; Poulson, Benjamin@epa.gov]; Poulson, Benjam

Price, Patricia [price.patricia@epa.gov]; Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Rodriguez, Ray

 $[Rodriguez.Ray@epa.gov]; \ Rubel, Robert \ [Rubel.Robert@epa.gov]; \ Ryans, Denise \ [Ryans.Denise@epa.gov]; \ Sanders, and the substitution of the substitution of$ 

Amy [Sanders.Amy@epa.gov]; Sawyer, Rena [sawyer.rena@epa.gov]; Schwartz, Barbara

[Schwartz.Barbara@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Shepherd, Jackie [Shepherd.Jackie@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Smith, Veronica [Smith.Veronica@epa.gov];

Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]; Stevens, Robert

[Stevens.Robert@epa.gov]; Storm, Derrick [storm.derrick@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Taylor-Smith, Chonette [taylor-smith.chonette@epa.gov]; Terrell, Piyachat [Terrell.Piyachat@epa.gov]; Thomas,

Cheryl [Thomas.Cheryl@epa.gov]; Tillmon, Sheneka [tillmon.sheneka@epa.gov]; Torrez, Alfredo

[Torrez.Alfredo@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Weller, Gregory [weller.gregory@epa.gov]; White, Tracy [White.Tracy@epa.gov]; Williams, Delphine D. [Williams.Delphine@epa.gov]; Willig, Jeanine

[willig.jeanine@epa.gov]; Woodard, Cynthia [Woodard.Cynthia@epa.gov]; Wootson, Renee

[Wootson.Renee@epa.gov]; Wright, John [wright.john@epa.gov]; Young, Brenda [young.brenda@epa.gov]; Young,

Debbie [young.debbie@epa.gov]; Young, Robbie [Young.Robbie@epa.gov]

CC: Glazier, Kelly [Glazier, Kelly@epa.gov]; Fraser, Scott [Fraser, Scott@epa.gov]; Kitamura, Louise

[Kitamura.Louise@epa.gov]; Mcclendon, Michelle [McClendon.Michelle@epa.gov]

Subject: RE: Thursday, July 20, 2017, HR Community Call Meeting Agenda and Call-in Information

FYI – Bobby Moore will also discuss restoring full TRAC command (limited use)

Kenneth W. Schreefer

Office of Human Resources Policy, Planning, and Training Division Immediate Office

Telephone: Ex. 6 - Personal Privacy

Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

From: Schreefer, Kenneth

Sent: Thursday, July 20, 2017 10:12 AM

To: Acquisti, Heidi <Acquisti.Heidi@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Anthony, Sherri <Anthony.Sherri@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Baez, Julissa <baez.julissa@epa.gov>; Bailey, Lydia <bailey.lydia@epa.gov>; Bailey, Rhonda <Bailey.Rhonda@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Benoit, Peggy Ann <Benoit.Peggy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>; Branch, Rebecca <Branch.Rebecca@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Brown, Rohn <bre> brown.rohn@epa.gov>; Brown, Wendy <bre> brown.wendy@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Castaneda, John <castaneda.john@epa.gov>; Cherry, Katrina < Cherry. Katrina@epa.gov>; Christian, Pamela < Christian. Pamela@epa.gov>; Church, Stacey <Church.Stacey@epa.gov>; Collier, Darrel <collier.darrel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Cutrona, Jennifer < jennifer.cutrona@csra.com>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Desibour, Alexandra <alexandra.desibour@csra.com>; Drummond, Shawn Crummond.Shawn@epa.gov>; Dubbs, Kimberly Cpubbs.Kimberly@epa.gov>; Dunbar, Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia <embry.euleashia@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Fraser, Scott <Fraser.Scott@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Graubard, Sophia <Graubard.Sophia@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Gueriguian, Leo <Gueriguian.Leo@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Harvard, Stephanie < Harvard. Stephanie@epa.gov>; Helm, Arron < Helm. Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Jefferies, Alan <Jefferies.Alan@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Johnson, StacyD <Johnson.StacyD@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Kaplan, Heidi <Kaplan.Heidi@epa.gov>; Kavanagh, Erica <kavanagh.erica@epa.gov>; Kelty,

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Below is the updated agenda for today's meeting.

- 1. EPA's Physical Security Program Kelly Glazier, OARM, Office of Administration
- 2. Data Center Migration Affecting Enterprise Human Resource Integration Data Warehouse and Electronic Official Personnel Folder Systems Bobby Moore, OARM, OHR, Information Technology Division Director
- 3. VERA/VSIP Timeline Update and eOPF SSC Directors, CIN/LV/RTP
- 4. Interagency Agreement Process for PMF's Bisa Cunningham, OARM, OHR, Diversity Recruitment and Employee Services Division Director
- 5. Talent Hub Update Scott Fraser, Deputy Director, Office of Public Engagement

Kenneth W. Schreefer

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Subject: Thursday, July 20, 2017, HR Community Call Meeting Agenda and Call-in Information

There is an HR Community Call scheduled for tomorrow, Thursday, July 20, 2017. At the moment, there are three topics on the agenda:

- 1. Talent Hub Update Scott Fraser, Deputy Director, Office of Public Engagement
- 2. EPA's Physical Security Program Kelly Glazier, OARM, Office of Administration
- 3. Data Center Migration Affecting Enterprise Human Resource Integration Data Warehouse and Electronic Official Personnel Folder Systems Bobby Moore, OARM, OHR, Information Technology Division Director

If there are any other topics that need to be included on the agenda, please let me know as soon as possible.

The meeting will be held at 1:30 pm EDT. The call-in number is Ex.6-Personal Privacy and the code is Ex.6-Personal Privacy For those of you who can attend in person, the meeting will be held in WJC North Room 5340.

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**Subject**: Topics for the upcoming ARA call

#### Good afternoon,

The next ARA call with OARM and OCFO is scheduled for next Tuesday, 6/20... We're scheduled to cover our portion from 11:30-12:00... Thus far the requested topics from the ARA's include V/V and the future of Agency participation in the funding of fitness centers... Are there any other topics you wish to have on the agenda? Please respond before Monday afternoon and thanks!

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Ex. 6 - Personal Privacy - Cell

To: Acquisti, Heidi[Acquisti.Heidi@epa.gov]; Alapati, Joan[Alapati.Joan@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]; Allen, Tania[Allen.Tania@epa.gov]; Anthony, Sherri[Anthony.Sherri@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Baez, Julissa[baez.julissa@epa.gov]; Bailey, Lydia[bailey.lydia@epa.gov]; Bailey, Rhonda[Bailey.Rhonda@epa.gov]; Barber, Anthony[Barber.Anthony@epa.gov]; Benoit, Peggy Ann[Benoit.Peggy@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Bradish, Tracey[bradish.tracey@epa.gov]; Branch, Rebecca[Branch.Rebecca@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Breneman, Sara[breneman.sara@epa.gov]; Brown, Rohn[brown.rohn@epa.gov]; Brown, Wendy[brown.wendy@epa.gov]; Burbach, Joseph[burbach.joseph@epa.gov]; Burrows, Eileen[BURROWS.EILEEN@EPA.GOV]; Burt, Cynthia[Burt.Cynthia@epa.gov]: Butler, Lorraine[Butler,Lorraine@epa.gov]: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Carter, Pamela[Carter.Pamela@epa.gov]; Castaneda, John[castaneda.john@epa.gov]; Cherry, Katrina[Cherry.Katrina@epa.gov]; Christian, Pamela[Christian.Pamela@epa.gov]; Church, Stacey[Church.Stacey@epa.gov]; Collier, Darrel[collier.darrel@epa.gov]; Collins, BJ[Collins.BJ@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]; Cutrona, Jennifer[jennifer.cutrona@csra.com]; Datcher, Dawn[Datcher.Dawn@epa.gov]; Davis, Cathy[Davis.Cathy@epa.gov]; Alexandra.deSibour@csra.com[Alexandra.deSibour@csra.com]; Drummond, Shawn[Drummond.Shawn@epa.gov]; Dubbs, Kimberly[Dubbs.Kimberly@epa.gov]; Dunbar, Danielle[dunbar.danielle@epa.gov]; Embry, Euleashia[embry.euleashia@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Erickson, Amber[Erickson.Amber@epa.gov]; Feeley, James[Feeley.James@epa.gov]; Fowler, Joshua[Fowler.Joshua@epa.gov]; Fraser, Scott[Fraser.Scott@epa.gov]; Freggens, Barbara[Freggens.Barbara@epa.gov]; Graf, Kate[Graf.Kate@epa.gov]; Graubard, Sophia[Graubard.Sophia@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Gray, Richard[Gray.Richard@epa.gov]; Gueriguian, Leo[Gueriguian.Leo@epa.gov]; Gutshall, Renee[Gutshall.Renee@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Harvard, Stephanie[Harvard.Stephanie@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]: Hembrey, Cheri[Hembrey.Cheri@epa.gov]: Hill, Trov[Hill,Troy@epa.gov]: Hunt, Loretta[Hunt.Loretta@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Jackson, Terrence[Jackson.Terrence@epa.gov]; Jefferies, Alan[Jefferies.Alan@epa.gov]; Jimenez, Elaine[Jimenez.Elaine@epa.gov]; Johnson, StacyD[Johnson.StacyD@epa.gov]; Jones, Laura[Jones.Laura@epa.gov]; Kaplan, Heidi[Kaplan.Heidi@epa.gov]; Kavanagh. Erica[kavanagh.erica@epa.gov]; Kelty, Diane[Kelty.Diane@epa.gov]; Kemp, Lachala[Kemp.Lachala@epa.gov]; Kitamura, Louise[Kitamura.Louise@epa.gov]; Kloc, Daniel[kloc.daniel@epa.gov]; Kutzke, Julie[Kutzke.Julie@epa.gov]; Lane, Vicki[Lane.Vicki@epa.gov]; Lattimore, Kraig[lattimore.kraig@epa.gov]; Lee, Andrea[Lee.Andrea@epa.gov]; Lee, Terry[lee.terry@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Maher, Karen[Maher.Karen@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Margolies, Jennifer[Margolies.Jennifer@epa.gov]; Marlinga, Richard[marlinga.richard@epa.gov]; Martinez, Doris[Martinez.Doris@epa.gov]; Martinez, Gwendolyn[Martinez.Gwendolyn@epa.gov]; Mcclendon, Michelle[McClendon.Michelle@epa.gov]; McKnight, Giovanna[McKnight.Giovanna@epa.gov]; McManus, Catharine[mcmanus.catharine@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Mick, David[Mick.David@epa.gov]; Miles, Ramona[Miles.Ramona@epa.gov]; Milton, Laura[Milton.Laura@epa.gov]; Monroe, Scott[Monroe.Scott@epa.gov]; Moore, Bobby[Moore.Bobby@epa.gov]; Moore, Gina[Moore.Gina@EPA.GOV]; Nero, Yolanda[Nero.Yolanda@epa.gov]; Ng, Geoffrey[Ng.Geoffrey@epa.gov]; Nieves, Michael[Nieves.Michael@epa.gov]; Ocampo, William[Ocampo.William@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Pastalove, Barbara[Pastalove.Barbara@epa.gov]; Peabody, Hitch[Peabody, Hitch@epa.gov]; Peters. Dana[Peters.Dana@epa.gov]; Poulson, Benjamin[Poulson.Benjamin@epa.gov]; Price, Patricia[price.patricia@epa.gov]; Roberts, Suzanne[Roberts.Suzanne@epa.gov]; Rodriguez, Ray[Rodriguez.Ray@epa.gov]; Rubel, Robert[Rubel.Robert@epa.gov]; Ryans, Denise[Ryans.Denise@epa.gov]; Sanders, Amy[Sanders.Amy@epa.gov]; Sawyer, Rena[sawyer.rena@epa.gov]; Schwartz, Barbara[Schwartz.Barbara@epa.gov]; Shanahan, Katherine[Shanahan.Katherine@epa.gov]; Shepherd, Jackie[Shepherd.Jackie@epa.gov]; Smith, Susan[Smith.Susan@epa.gov]; Smith, Veronica[Smith.Veronica@epa.gov]; Soward, RuthAlene[Soward.Ruth-Alene@epa.gov]; Stanton, Rachel[stanton.rachel@epa.gov]; Stevens, Robert[Stevens.Robert@epa.gov]; Storm, Derrick[storm.derrick@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Taylor-Smith, Chonette[taylor-smith.chonette@epa.gov]; Terrell, Piyachat[Terrell.Piyachat@epa.gov]; Thomas, Cheryl[Thomas.Cheryl@epa.gov]; Tillmon, Sheneka[tillmon.sheneka@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Vaughan, Pat[Vaughan.Pat@epa.gov]; Weller, Gregory[weller.gregory@epa.gov]; White, Tracy[White.Tracy@epa.gov]; Williams, Delphine D.[Williams.Delphine@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Woodard, Cynthia[Woodard.Cynthia@epa.gov]; Wootson, Renee[Wootson.Renee@epa.gov]; Wright, John[wright.john@epa.gov]; Young, Brenda[young.brenda@epa.gov]; Young, Debbie[young.debbie@epa.gov]; Young, Robbie[Young.Robbie@epa.gov]

**Cc:** Glazier, Kelly[Glazier.Kelly@epa.gov]; Fraser, Scott[Fraser.Scott@epa.gov]; Kitamura, Louise[Kitamura.Louise@epa.gov]; Mcclendon, Michelle[McClendon.Michelle@epa.gov]

From: Schreefer, Kenneth

**Sent:** Thur 7/20/2017 2:11:28 PM

Subject: RE: Thursday, July 20, 2017, HR Community Call Meeting Agenda and Call-in Information

Below is the updated agenda for today's meeting.

- 1. EPA's Physical Security Program Kelly Glazier, OARM, Office of Administration
- 2. Data Center Migration Affecting Enterprise Human Resource Integration Data Warehouse and Electronic Official Personnel Folder Systems Bobby Moore, OARM, OHR, Information Technology Division Director
- VERA/VSIP Timeline Update and eOPF SSC Directors, CIN/LV/RTP
- 4. Interagency Agreement Process for PMF's Bisa Cunningham, OARM, OHR, Diversity Recruitment and Employee Services Division Director
- Talent Hub Update Scott Fraser, Deputy Director, Office of Public Engagement

# Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: Ex. 6 - Personal Privacy

Mail Code: 3601M

From: Schreefer, Kenneth

Sent: Wednesday, July 19, 2017 2:08 PM **To:** Acquisti, Heidi <Acquisti.Heidi@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Allen, Reginald < Allen. Reginald@epa.gov>; Allen, Tania < Allen. Tania@epa.gov>; Anthony, Sherri <a href="mailto:</a> <a href="mailto:Anthony.Sherri@epa.gov">, Atkinson, Ryan <a href="mailto:Atkinson.Ryan@epa.gov">, Baez, Julissa</a> <baez.julissa@epa.gov>; Bailey, Lydia <bailey.lydia@epa.gov>; Bailey, Rhonda <Bailey.Rhonda@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Benoit, Peggy Ann <Benoit.Peggy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>; Branch, Rebecca <Branch.Rebecca@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Breneman, Sara <br/> <br/> breneman.sara@epa.gov>; Brown, Rohn <br/>
<br/>
brown.rohn@epa.gov>; Brown, Wendy <br/>
brown.wendy@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Castaneda, John <castaneda.john@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Christian, Pamela < Christian. Pamela@epa.gov>; Church, Stacey < Church. Stacey@epa.gov>; Collier, Darrel <collier.darrel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Cunningham, Dennis < Cunningham. Dennis@epa.gov>; Cutrona, Jennifer < jennifer.cutrona@csra.com>; Datcher, Dawn < Datcher. Dawn@epa.gov>; Davis, Cathy < Davis. Cathy@epa.gov>; Desibour, Alexandra <alexandra.desibour@csra.com>; Drummond, Shawn <Drummond.Shawn@epa.gov>; Dubbs, Kimberly <Dubbs.Kimberly@epa.gov>; Dunbar, Danielle <dunbar.danielle@epa.gov>; Embry, Euleashia <embry.euleashia@epa.gov>; Engebretson, Lizabeth < Engebretson. Lizabeth@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Fraser, Scott <Fraser.Scott@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Graubard, Sophia <Graubard.Sophia@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Gray, Richard <Gray.Richard@epa.gov>; Gueriguian, Leo <Gueriguian.Leo@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Harvard, Stephanie <Harvard.Stephanie@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Jefferies, Alan < Jefferies.Alan@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Johnson, StacyD <Johnson.StacyD@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>; Kaplan, Heidi <Kaplan.Heidi@epa.gov>; Kavanagh, Erica <kavanagh.erica@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Kemp, Lachala <Kemp.Lachala@epa.gov>; Kitamura, Louise <Kitamura.Louise@epa.gov>; Kloc, Daniel

```
<kloc.daniel@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Lane, Vicki
<Lane. Vicki@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Andrea
<Lee.Andrea@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren
<Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher,
Karen < Maher. Karen@epa.gov>; Mairose, Sue < Mairose. Sue@epa.gov>; Margolies, Jennifer
<Margolies.Jennifer@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Martinez,
Doris <Martinez.Doris@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>;
Mcclendon, Michelle < McClendon. Michelle @epa.gov >; McKnight, Giovanna
<McKnight.Giovanna@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>;
McNeal, Detha < McNeal. Detha@epa.gov>; Mick, David < Mick. David@epa.gov>; Miles,
Ramona < Miles.Ramona@epa.gov>; Milton, Laura < Milton.Laura@epa.gov>; Monroe, Scott
<Monroe.Scott@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Moore, Gina
<Moore.Gina@EPA.GOV>; Nero, Yolanda <Nero.Yolanda@epa.gov>; Ng, Geoffrey
<Ng.Geoffrey@epa.gov>; Nieves, Michael <Nieves.Michael@epa.gov>; Ocampo, William
<Ocampo.William@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Pastalove, Barbara
<Pastalove.Barbara@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Peters, Dana
<Peters.Dana@epa.gov>; Poulson, Benjamin <Poulson.Benjamin@epa.gov>; Price, Patricia
<price.patricia@epa.gov>; Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Rodriguez, Ray
<Rodriguez.Ray@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Ryans, Denise
<Ryans.Denise@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Sawyer, Rena
<sawyer.rena@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Shanahan,
Katherine <Shanahan.Katherine@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>;
Smith, Susan <Smith.Susan@epa.gov>; Smith, Veronica <Smith.Veronica@epa.gov>; Soward,
Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stanton, Rachel <stanton.rachel@epa.gov>;
Stevens, Robert < Stevens. Robert@epa.gov>; Storm, Derrick < storm.derrick@epa.gov>; Taylor,
Jeremy <Taylor.Jeremy@epa.gov>; Taylor-Smith, Chonette <taylor-smith.chonette@epa.gov>;
Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>;
Tillmon, Sheneka <tillmon.sheneka@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>;
Vaughan, Pat <Vaughan.Pat@epa.gov>; Weller, Gregory <weller.gregory@epa.gov>; White,
Tracy < White. Tracy@epa.gov>; Williams, Delphine D. < Williams. Delphine@epa.gov>; Willig,
Jeanine <willig.jeanine@epa.gov>; Woodard, Cynthia <Woodard.Cynthia@epa.gov>; Wootson,
Renee < Wootson.Renee@epa.gov>; Wright, John < wright.john@epa.gov>; Young, Brenda
<young.brenda@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Young, Robbie
<Young.Robbie@epa.gov>
Cc: Glazier, Kelly <Glazier.Kelly@epa.gov>; Fraser, Scott <Fraser.Scott@epa.gov>; Kitamura,
Louise <Kitamura.Louise@epa.gov>; Mcclendon, Michelle <McClendon.Michelle@epa.gov>
Subject: Thursday, July 20, 2017, HR Community Call Meeting Agenda and Call-in
```

There is an HR Community Call scheduled for tomorrow, Thursday, July 20, 2017. At the moment, there are three topics on the agenda:

Information

- 1. Talent Hub Update Scott Fraser, Deputy Director, Office of Public Engagement
- 2. EPA's Physical Security Program Kelly Glazier, OARM, Office of Administration
- 3. Data Center Migration Affecting Enterprise Human Resource Integration Data Warehouse and Electronic Official Personnel Folder Systems Bobby Moore, OARM, OHR, Information Technology Division Director

If there are any other topics that need to be included on the agenda, please let me know as soon as possible.

The meeting will be held at 1:30 pm EDT. The call-in number is Ex. 6 - Personal Privacy and the code is Ex. 6 - Personal Privacy For those of you who can attend in person, the meeting will be held in WJC North Room 5340.

# Kenneth W. Schreefer

Office of Human Resources

Policy, Planning, and Training Division

Immediate Office

Telephone: Ex. 6 - Personal Privacy

Mail Code: 3601M

William J. Clinton Building East

Room 1116 C

To: Hart, Debbi[Hart.Debbi@epa.gov]

Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Cooper,

Marian[Cooper.Marian@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Gray, Linda

**Sent:** Thur 6/15/2017 7:01:23 PM

Subject: RE: Agency V/V templates for our informal submission--

# Ex. 5 - Deliberative Process

## Linda R. Gray

Director, Office of Human Resources

Office of Administration and Resources Management

**Environmental Protection Agency** 

(202) 564-4606 phone

(202) 564-4613 fax

From: Hart, Debbi

**Sent:** Thursday, June 15, 2017 12:07 PM

**To:** Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov>; Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Gray, Linda < gray.linda@epa.gov>

Cc: Hunt, Loretta < Hunt. Loretta @epa.gov>; Parker, Gary < parker.gary@epa.gov>; Cooper,

Marian < Cooper. Marian @epa.gov>

Subject: Agency V/V templates for our informal submission--

Importance: High

All-

As promised, please see the attached and let me know if you have comments/edits. I'm awaiting one final number for the VERA template that I should have soon, but didn't want to slow this down. It's a quick read—def less than 250 words! Thanks. Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

\*\*\*\*\*\*\*\*\*\*\*\*\*

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 6/15/2017 6:53:01 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John

[Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Cooper, Marian

[Cooper.Marian@epa.gov]

**Subject**: RE: Agency V/V templates for our informal submission--

Wonderful- thanks for reviewing. D

From: Carpenter, Wesley

Sent: Thursday, June 15, 2017 2:27 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John

<Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Cooper, Marian

<Cooper.Marian@epa.gov>

Subject: RE: Agency V/V templates for our informal submission--

Debbi:

Per our discussion, I do not have any comments or edits on the two forms.

Wes

From: Hart, Debbi

Sent: Thursday, June 15, 2017 12:07 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov>; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>>; Gray, Linda <gray.linda@epa.gov>

Cc: Hunt, Loretta < Hunt. Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Cooper, Marian

<Cooper.Marian@epa.gov>

Subject: Agency V/V templates for our informal submission--

Importance: High

All-

As promised, please see the attached and let me know if you have comments/edits. I'm awaiting one final number for the VERA template that I should have soon, but didn't want to slow this down. It's a quick read—def less than 250 words! Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]

**Sent**: 7/17/2017 8:27:56 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
CC: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: ARA-OARM Agenda Topics Thus Far

Hi -

Not sure if you saw this already.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184 M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

**Sent:** Monday, July 17, 2017 1:37 PM

**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov> **Subject:** RE: ARA-OARM Agenda Topics Thus Far

Hi – I just met with Nancy, and she'd like to add a couple more items:

- 1. Biweekly Pay Cap IG Audit
- 2. Establishing Official Duty Stations Away from the Position of Record at Other U.S. Environmental Protection Agency Locations
  - a. Regions sent comments to OARM (Ken & Loretta)
- 3. IGMS/NGGMS Update
- 4. VERA/VSIP
- 5. Performance Improvement Plan (sent by Donna on 7/12)
- 6. EMS Ex. 5 Deliberative Process

7. EAP Update

Thanks, Andrea

#### Andrea Westenberger

Lead Region Coordinator for OCFO & OARM EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (Cell)

westenberger.andrea@epa.gov

From: Westenberger, Andrea

Sent: Monday, July 17, 2017 6:24 AM

To: Hitchens, Lynnann < <a href="mailto:hitchens.lynnann@epa.gov">hitchens.lynnann@epa.gov</a> Subject: Fwd: ARA-OARM Agenda Topics Thus Far

Just got an out of office reply from Michael - can you send me the info?

Thanks, Andrea

#### Andrea Westenberger

Lead Region Coordinator for OCFO & OARM Regional Planner | Strategic Planning EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office) Ex. 6 - Personal Privacy (cell) westenberger.andrea@epa.gov

Sent from my iPhone

Begin forwarded message:

From: "Westenberger, Andrea" < Westenberger. Andrea@epa.gov>

Date: July 17, 2017 at 6:23:34 AM PDT

To: "Hardy, Michael" < Hardy. Michael@epa.gov> Cc: "Hitchens, Lynnann" < hitchens.lynnann@epa.gov>

Subject: Re: ARA-OARM Agenda Topics Thus Far

Hi Michael,

Marian said that we should hold move the EMS topic tot the August call. Let me know what speakers/materials you have for the topics below. I didn't receive any additional topics from the ARAs.

Thanks, Andrea

#### Andrea Westenberger

Lead Region Coordinator for OCFO & OARM Regional Planner | Strategic Planning EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office) Ex. 6 - Personal Privacy | cell )

westenberger.andrea@epa.gov

Sent from my iPhone

On Jul 14, 2017, at 5:39 AM, Hardy, Michael <a href="mailto:Hardy.Michael@epa.gov">Hardy.Michael@epa.gov</a> wrote:

Good morning Andrea,

So far, I have the following proposed agenda topics:

- 1. IGMS/NGGMS Update
- 2. VERA/VSIP
- 3. Performance Improvement Plan (sent by Donna on 7/12)
- 4. EMS ( Ex. 5 Deliberative Process 5. EAP Update

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management Office of Administration and Resources Management US EPA

1200 Pennsylvania Avenue, NW Washington, D.C. 20460 202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

From: Corbett, Krysti [Corbett.Krysti@epa.gov]

**Sent**: 6/30/2017 2:00:10 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: Format for Hot Topics - Response Due COB Wednesday, July 5, 2017

What do you mean by "major union issue"? Do you mean the AFGE contract negotiations?

#### Krysti Corbett

Director

Labor and Employee Relations Division

Desk Phone: (202) 564-6295 Mobile: [Ex. 6 - Personal Privacy] corbett.krysti@epa.gov

From: Carpenter, Wesley

Sent: Friday, June 30, 2017 9:54 AM

**To:** Corbett, Krysti <Corbett.Krysti@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>;

Peabody, Hitch < Peabody. Hitch@epa.gov>

**Cc:** Gray, Linda <gray.linda@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov> **Subject:** FW: Format for Hot Topics - Response Due COB Wednesday, July 5, 2017

DDs/PMS Director:

We need to complete the subject action item, so Donna can submit to the Administrator's Office next week. The hot topics we plan on highlighting using the format in the forwarded email are as follows:

- DRESD Drug-free Workplace Program
- PPTD VERA/VSIP
- LERD –Major Union Issue
- ERD SES CDP Program
- ITD Major FPPS Change Order(s)

If you feel another topic in your area is "hotter," let us know immediately. Please provide the requested information (see forwarded email) to Joe (carbon copy Linda and me) by 10:00 a.m. on Wednesday, July 5 (sooner if possible), so he can consolidate OHR's comments and Linda can submit by the deadline. In the interim, please let me know if you have any questions. Thanks.

Wes

From: Showman, John

Sent: Wednesday, June 28, 2017 1:07 PM

To: OARM Directors <OARM\_Directors@epa.gov>

Cc: Vizian, Donna < Vizian. Donna@epa.gov >; Blankenship, Steven < Blankenship. Steven@epa.gov >; Bell, Matthew

<Bell.Matthew@epa.gov>

Subject: Format for Hot Topics - Response Due COB Wednesday, July 5, 2017

As discussed yesterday, please submit any potential hot topic areas to Marian and me no later than COB Wednesday, July  $5^{th}$ . You should follow the below format. Thanks.

- 1) Issue Summary (3 or 4 sentences)
- 2) Upcoming Milestones or Needed Decisions (with date if time sensitive)
- 3) Background
- 4) Contact

Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator Office of Administration and Resources Management US Environmental Protection Agency 202-564-5341

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 7/14/2017 6:16:57 PM

**To**: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: Any chance

We can get some recognition for the VERA/VSIP team (=Loretta, Jason, Gary, Marvin, Detha, Marian) responsible for building business case/templates/communications? Recall the previous V/V team did not get recognized for past rounds. Thanks in advance for considering.

Thank goodness it's Friday. I am tired.

From: Jones, Enesta [Jones.Enesta@epa.gov]

**Sent**: 7/17/2017 7:28:52 PM

**To**: Carpenter, Wesley [Carpenter.Wesley@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov];

Hunt, Loretta [Hunt.Loretta@epa.gov]; Amorosi, Joanne [Amorosi.Joanne@epa.gov]; McMichael, Nate

[McMichael.Nate@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Lynn, Tricia [lynn.tricia@epa.gov]

Subject: Re: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

Thanks, Wesley. I'll circle back if I have any follow-up.

## **Enesta Jones**

U.S. EPA

Office of Media Relations
Office: 202.564.7873
Cell: Ex. 6 - Personal Privacy

## "The root of all joy is gratefulness."

On Jul 17, 2017, at 3:15 PM, Carpenter, Wesley < Carpenter Wesley@epa.gov > wrote:

#### Enesta:

Here is our response to the media inquiry. Please let me know if you have any questions or need additional information. Thanks

Wes

## EPA's VERA/VSIP Authority

- <!--[if !supportLists]--><!--[endif]-->Was approved by OPM July 10, 2017
- <!--[if !supportLists]--><!--[endif]-->Covers 22 program offices and regions
- <!--[if !supportLists]--><!--[endif]-->Maximum VSIPs to be paid: 1,227
- <!--[if!supportLists]--><!--[endif]-->EPA is seeking to reduce, restructure and reshape its various program and regional offices according to the following themes: delayering to increase our staff to supervisor ratio; consolidation or reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions/activities/reduce number of programs.

From: Jones, Enesta

Sent: Monday, July 17, 2017 1:42 PM

**To:** Lynn, Tricia < <a href="mailto:lynn.tricia@epa.gov">!ynn.tricia@epa.gov">: Carpenter, Wesley</a> <a href="mailto:Carpenter">Carpenter</a>. Wesley@epa.gov</a> <a href="mailto:Carpenter">Carpenter</a>. Wesley@epa.gov</a> >

**Cc:** McMichael, Nate < <a href="McMichael.Nate@epa.gov">McMichael.Nate@epa.gov">McMichael.Nate@epa.gov</a>; Soward, Ruth-Alene < <a href="Moward.Ruth-Alene@epa.gov">Soward.Ruth-Alene@epa.gov</a>; Jones, Enesta <a href="Moward.Ruth-Alene@epa.gov">Jones, Enesta <a href="Moward.Ruth-Alene@epa.gov">McMichael.Nate@epa.gov</a>; Jones, Enesta <a href="Moward.Ruth-Alene@epa.gov">McMichael.Ruth-Alene@epa.gov</a>; Jones, Enesta <a href="Moward.Ruth-Alene@epa.gov">McMichael.Ruth-Alene@epa.gov</a>; Jones, Enesta <a href="Moward.Ruth-Alene@epa.gov">McMichael.Ruth-Alene@epa.gov</a>; Jones <a href="Moward.Ruth-Alene@epa.gov">McMichael.Ruth-Alene@epa.gov</a>; Jones <a href="Moward.Ruth-Alene@epa.gov">McMichael.Ruth-Alene@epa.gov</a>; Jones <a href="Moward.Ruth-Alene@epa.gov">Moward.Ruth-Alene@epa.gov</a>; Jones <a href="Moward.Ruth-Alene@epa.gov"

Subject: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

Hi Wesley, can you help in Joanne's absence? The deadline is today.

Thanks -- I'll take the baton from here. Please get back to me directly, Joanne.

On Jul 17, 2017, at 1:36 PM, Lynn, Tricia < lynn.tricia@epa.gov> wrote:

Plus Enesta, who handles OCFO for OPA.

From: McMichael, Nate

Sent: Monday, July 17, 2017 1:30 PM

To: Lynn, Tricia <lynn.tricia@epa.gov>; Amorosi, Joanne <Amorosi.Joanne@epa.gov>

Cc: Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>

Subject: Re: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

+ Joanne

Thanks. I think that OARM should take the lead on this one. Joanne, please let me know if you need anything from OCFO.

Thanks!

## **Enesta Jones**

U.S. EPA

Office of Media Relations Office: 202.564.7873

Cell: Ex. 6 - Personal Privacy

CD.

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2 pm deadline. I'll let him know that we'll do our best but that's tight.

From: Lynn, Tricia

Sent: Monday, July 17, 2017 1:20 PM

To: McMichael, Nate <mcmichael.nate@epa.gov>

Subject: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

Hi Nate-

I think this is for you, but let me know if it's OARM.

Thanks!

Deadline: Pending

Outlet: Washington Free Beacon

Reporter: Bill McMorris mcmorris@freebeacon.com

## From the Reporter:

<sup>&</sup>quot;The root of all joy is gratefulness."

An AFGE Region leader just said that buyout notices were sent to 182 people in Region 5 and that the agency is seeking to 1,200 buyouts nationwide by September 2. We wanted to confirm if these figures were correct and to get the reasoning behind the notice.

From: Hart, Debbi [Hart.Debbi@epa.gov]

**Sent**: 7/17/2017 7:27:15 PM

**To**: Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]

Subject: Re: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

Great - thanks.

Sent from my iPhone

On Jul 17, 2017, at 2:59 PM, Hunt, Loretta < Hunt. Loretta@epa.gov > wrote:

Wes,

## EPA's VERA/VSIP Authority

- <!--[if !supportLists]--><!--[endif]-->Was approved by OPM July 10, 2017
- <!--[if !supportLists]--><!--[endif]-->Covers 22 program offices and regions
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Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Carpenter, Wesley

Sent: Monday, July 17, 2017 2:27 PM
To: Hunt, Loretta < Hunt.Loretta@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: FW: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

### Loretta:

Per our discussion, here is the media inquiry I mentioned on the phone regarding V/V. Please draft a general response that covers the date the agency received approval from OMB and OPM, the total number of positions approved, and the five themes we used for our business case. Any specific information on Region 5 will need to be obtained from them. Please let me know if you have any questions. Thanks.

From: Jones, Enesta

Sent: Monday, July 17, 2017 1:42 PM

To: Lynn, Tricia < lynn.tricia@epa.gov>; Amorosi, Joanne < Amorosi.Joanne@epa.gov>; Carpenter,

Wesley < Carpenter. Wesley@epa.gov>

Cc: McMichael, Nate < McMichael. Nate@epa.gov>; Soward, Ruth-Alene < Soward. Ruth-Alene@epa.gov>;

Jones, Enesta < Jones. Enesta@epa.gov>

Subject: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

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Cc: Soward, Ruth-Alene < Soward.Ruth-Alene@epa.gov>

Subject: Re: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

+ Joanne

Thanks. I think that OARM should take the lead on this one. Joanne, please let me know if you need anything from OCFO.

Thanks!

#### **Enesta Jones**

U.S. EPA

Office of Media Relations
Office: 202.564.7873
Cell: Ex. 6 - Personal Privacy

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2 pm deadline. I'll let him know that we'll do our best but that's tight.

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Outlet: Washington Free Beacon

Reporter: Bill McMorris mcmorris@freebeacon.com

## From the Reporter:

An AFGE Region leader just said that buyout notices were sent to 182 people in Region 5 and that the agency is seeking to 1,200 buyouts nationwide by September 2. We wanted to confirm if these figures were correct and to get the reasoning behind the notice.

From: Hembrey, Cheri [Hembrey.Cheri@epa.gov]

**Sent**: 7/7/2017 1:50:34 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Brown, Rohn

[brown.rohn@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]; Shepherd, Jackie [Shepherd.Jackie@epa.gov];

Peabody, Hitch [Peabody.Hitch@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Hello, I received all responses. Thanks everyone.

Cheri' M. Hembrey, Director EPA OHR/PMS 202/564-6223

Ex.5 - Deliberative Process | mobile) hembrey.cheri@epa.gov

Please excuse the large type, as it is for my benefit. Thank you.

From: Hembrey, Cheri

Sent: Friday, July 07, 2017 8:45 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Brown, Rohn

<brown.rohn@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>;

Peabody, Hitch <Peabody.Hitch@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov> Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: FW: URGENT - Response Needed by Noon Monday, July 10, 2017

Importance: High

Hello, I need a list of employees on extended leave today. Please respond asap. Thanks,

Cheri' M. Hembrey, Director EPA OHR/PMS 202/564-6223

Ex. 5 - Deliberative Process | mobile) hembrey.cheri@epa.gov

Please excuse the large type, as it is for my benefit. Thank you.

From: Jablonski, Janice

Sent: Friday, July 07, 2017 7:18 AM

To: Collard, Erin < Collard. Erin@epa.gov>; Scola, Jennifer < Scola. Jennifer@epa.gov>; Hembrey, Cheri

<Hembrey.Cheri@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr,Robbin@epa.gov>;

Fletcher, Linda <<u>Fletcher.Linda@epa.gov</u>>; Hublar, Jennifer <<u>Hublar.Jennifer@epa.gov</u>>

**Cc:** Hardy, Michael < Hardy. Michael@epa.gov>; Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Helm, Arron < Helm. Arron@epa.gov>; Legare, Pamela < Legare. Pamela@epa.gov>; Neal, Kerry < neal. kerry@epa.gov>; Petrole,

Maryann < Petrole. Maryann@epa.gov >

Subject: URGENT - Response Needed by Noon Monday, July 10, 2017

All: in preparation for the upcoming notice regarding VERA/VSIP offerings, I need a list of employees who are currently on extended leave. Please send names and current addresses. I will need your response no later than noon on Monday, July 10. Thanks and let me know if you have any questions.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (Cell)

From: Showman, John [Showman.John@epa.gov]

**Sent**: 7/17/2017 7:11:22 PM

To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
CC: Amorosi, Joanne [Amorosi.Joanne@epa.gov]

Subject: RE: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

Let's try and see if this will do .... Thanks.

From: Carpenter, Wesley

Sent: Monday, July 17, 2017 3:03 PM

To: Showman, John <Showman.John@epa.gov>

Subject: FW: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

John:

This looks good to me. Are you OK with me submitting to OPA?

Wes

From: Hunt, Loretta

Sent: Monday, July 17, 2017 3:00 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

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Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov From: Carpenter, Wesley

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To: Hunt, Loretta < Hunt, Loretta@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

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Per our discussion, here is the media inquiry I mentioned on the phone regarding V/V. Please draft a general response that covers the date the agency received approval from OMB and OPM, the total number of positions approved, and the five themes we used for our business case. Any specific information on Region 5 will need to be obtained from them. Please let me know if you have any questions. Thanks.

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<<u>Carpenter.Wesley@epa.gov</u>>

**Cc:** McMichael, Nate <<u>McMichael.Nate@epa.gov</u>>; Soward, Ruth-Alene <<u>Soward.Ruth-Alene@epa.gov</u>>; Jones, Enesta <Jones.Enesta@epa.gov>

Subject: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

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Cc: Soward, Ruth-Alene < Soward.Ruth-Alene@epa.gov>

Subject: Re: MEDIA INQUIRY - Washington Free Beacon. Buyout Figures. DDL: Pending

+ Joanne

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U.S. EPA

Office of Media Relations Office: 202.564.7873

Cell: Ex. 6 - Personal Privacy

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From: Peabody, Hitch [Peabody.Hitch@epa.gov]

**Sent**: 7/7/2017 12:56:12 PM

To: Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Cunningham, Bisa

[cunningham.bisa@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov];

Shepherd, Jackie [Shepherd.Jackie@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

Subject: RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Cheri

I don't have anybody on extended leave. Lisa Matluk works remotely but is easily accessible daily.

Hitch

From: Hembrey, Cheri

**Sent:** Friday, July 07, 2017 8:45 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Brown, Rohn

<brown.rohn@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>;

Peabody, Hitch <Peabody.Hitch@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

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Importance: High

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Ex. 6 - Personal Privacy (mobile) hembrey.cheri@epa.gov

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Fletcher, Linda < Fletcher.Linda@epa.gov >; Hublar, Jennifer < Hublar.Jennifer@epa.gov >

Cc: Hardy, Michael <a href="mailto:Hardy.Michael@epa.gov">Hardy, Michael@epa.gov</a>; Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a>; Helm, Arron

<Helm.Arron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Petrole,

Maryann < Petrole. Maryann@epa.gov >

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Jan Jablonski, Director Administrative Operations and Stewardship Division Office of Resources, Operations and Management Office of Administration and Resources Management 3102A Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (Cell)

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**Sent**: 7/7/2017 12:45:26 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Brown, Rohn

[brown.rohn@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]; Shepherd, Jackie [Shepherd.Jackie@epa.gov];

Peabody, Hitch [Peabody.Hitch@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

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Cheri' M. Hembrey, Director EPA OHR/PMS 202/564-6223

Ex. 6 - Personal Privacy (MObile) hembrey.cheri@epa.gov

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<Hembrey.Cheri@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr.Robbin@epa.gov>;

Fletcher, Linda <Fletcher.Linda@epa.gov>; Hublar, Jennifer <Hublar.Jennifer@epa.gov>

**Cc:** Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Helm, Arron

<Helm.Arron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Petrole,

Maryann < Petrole. Maryann@epa.gov>

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Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Gray, Linda [gray.linda@epa.gov]

**Sent**: 7/13/2017 7:26:17 PM

**To**: Hitchens, Lynnann [hitchens.lynnann@epa.gov]

CC: Hardy, Michael [Hardy.Michael@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]

**Subject**: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

## Please add EAP update

## Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency

**Ex. 6 - Personal Privacy** phone (202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Thursday, July 13, 2017 2:47 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Hardy, Michael < Hardy. Michael@epa.gov>

Subject: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Hi -- Michael sent out a call for topics for next week's OARM/ARA meeting – however I wanted to let you know that the ARAs also asked for V/V update and Performance Improvement Plan. Thanks!

#### Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Thursday, July 13, 2017 2:43 PM

To: ARA <ARA@epa.gov>

Cc: Deputy ARAs < Deputy ARAs@epa.gov>; Hardy, Michael < Hardy, Michael@epa.gov>; Hitchens, Lynnann

<a href="mailto:hitchens.lynnann@epa.gov">hitchens.lynnann@epa.gov</a>

Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

- VERA/VSIP
- Performance Improvement Plan (sent by Donna on 7/12)
- EMS Ex. 5 Deliberative Process

Thanks,

Andrea

## Andrea Westenberger

Lead Region Coordinator for OCFO & OARM EPA Region 10

1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office)

Ex. 6 - Personal Privacy | Cell | westenberger.andrea@epa.gov

i2

From: Jablonski, Janice [jablonski.janice@epa.gov]

**Sent**: 7/7/2017 11:18:04 AM

To: Collard, Erin [Collard.Erin@epa.gov]; Scola, Jennifer [Scola.Jennifer@epa.gov]; Hembrey, Cheri

[Hembrey.Cheri@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Burnett-Bakr, Robbin [Burnett-Bakr.Robbin@epa.gov];

Fletcher, Linda [Fletcher.Linda@epa.gov]; Hublar, Jennifer [Hublar.Jennifer@epa.gov]

CC: Hardy, Michael [Hardy.Michael@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Helm, Arron

[Helm.Arron@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Petrole,

Maryann [Petrole.Maryann@epa.gov]

Subject: URGENT - Response Needed by Noon Monday, July 10, 2017

All: in preparation for the upcoming notice regarding VERA/VSIP offerings, I need a list of employees who are currently on extended leave. Please send names and current addresses. I will need your response no later than noon on Monday, July 10. Thanks and let me know if you have any questions.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (Cell)

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]

**Sent**: 7/17/2017 5:14:06 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

**Subject**: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

#### Debbi/Loretta:

FYI - I will forward you the invite shortly.

Wes

From: Hardy, Michael

Sent: Monday, July 17, 2017 1:13 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: Re: ARA-OARM Call, 7/18 - request for additional agenda topics

Wes,

Yes, V/V has been included in the agenda.

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

**US EPA** 

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

On Jul 17, 2017, at 1:11 PM, Carpenter, Wesley <a href="mailto:Carpenter.Wesley@epa.gov">Carpenter.Wesley@epa.gov</a> wrote:

### Michael:

This is a follow-up to your request last Thursday regarding topics for the ARA call tomorrow. Linda submitted EAP (see forwarded email). I also need to know if V/V is on the agenda. Please advise and let me know if you have any questions. Thanks.

Wes

From: Gray, Linda

Sent: Thursday, July 13, 2017 3:26 PM

To: Hitchens, Lynnann < hitchens.lynnann@epa.gov>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Please add EAP update

## Linda R. Gray

Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Thursday, July 13, 2017 2:47 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Hardy, Michael < Hardy. Michael @epa.gov>

**Subject:** FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Hi -- Michael sent out a call for topics for next week's OARM/ARA meeting – however I wanted to let you know that the ARAs also asked for V/V update and Performance Improvement Plan. Thanks!

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Thursday, July 13, 2017 2:43 PM

To: ARA < ARA@epa.gov>

Cc: Deputy ARAs < Deputy ARAs@epa.gov>; Hardy, Michael < Hardy.Michael@epa.gov>; Hitchens,

Lynnann <a href="mailto:Lynnann@epa.gov">Lynnann@epa.gov</a>>

Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

- VERA/VSIP
- Performance Improvement Plan (sent by Donna on 7/12)
- EMS ( Ex. 5 Deliberative Process

Thanks,

Andrea

#### Andrea Westenberger

Lead Region Coordinator for OCFO & OARM EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office)

Ex. 6 - Personal Privacy (Cell)

westenberger.andrea@epa.gov

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]

**Sent**: 7/17/2017 5:13:21 PM

**To**: Hardy, Michael [Hardy.Michael@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]

**Subject**: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Thanks, Michael.

Wes

From: Hardy, Michael

Sent: Monday, July 17, 2017 1:13 PM

To: Carpenter, Wesley < Carpenter. Wesley @epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: Re: ARA-OARM Call, 7/18 - request for additional agenda topics

Wes,

Yes, V/V has been included in the agenda.

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management Office of Administration and Resources Management

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy Cel

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This is a follow-up to your request last Thursday regarding topics for the ARA call tomorrow. Linda submitted EAP (see forwarded email). I also need to know if V/V is on the agenda. Please advise and let me know if you have any questions. Thanks.

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To: Hitchens, Lynnann < hitchens.lynnann@epa.gov>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Please add EAP update

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Director, Office of Human Resources Office of Administration and Resources Management Environmental Protection Agency (202) 564-4606 phone (202) 564-4613 fax

From: Hitchens, Lynnann

**Sent:** Thursday, July 13, 2017 2:47 PM

To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Hardy, Michael < Hardy, Michael@epa.gov>

**Subject:** FW: ARA-OARM Call, 7/18 - request for additional agenda topics

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### Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

**Sent:** Thursday, July 13, 2017 2:43 PM

To: ARA < ARA@epa.gov>

Cc: Deputy ARAs < Deputy ARAs@epa.gov>; Hardy, Michael < Hardy.Michael@epa.gov>; Hitchens,

Lynnann < hitchens.lynnann@epa.gov >

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ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

- VERA/VSIP
- Performance Improvement Plan (sent by Donna on 7/12)
- EMS Ex. 5 Deliberative Process

Thanks, Andrea

## Andrea Westenberger

Lead Region Coordinator for OCFO & OARM EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office)

Ex. 6 - Personal Privacy (Cell)

westenberger.andrea@epa.gov

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]

**Sent**: 7/17/2017 5:11:15 PM

**To**: Hardy, Michael [Hardy.Michael@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]

**Subject**: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

#### Michael:

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Sent: Thursday, July 13, 2017 3:26 PM

To: Hitchens, Lynnann <a href="mailto:lynnann@epa.gov">hitchens.lynnann@epa.gov</a>>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Please add EAP update

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Cc: Hardy, Michael < Hardy. Michael @epa.gov>

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Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Thursday, July 13, 2017 2:43 PM

To: ARA <ARA@epa.gov>

Cc: Deputy ARAs < Deputy ARAs@epa.gov>; Hardy, Michael < Hardy.Michael@epa.gov>; Hitchens, Lynnann

<a href="mailto:hitchens.lynnann@epa.gov">hitchens.lynnann@epa.gov</a>

Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

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- VERA/VSIP
- Performance Improvement Plan (sent by Donna on 7/12)
- EMS Ex. 5 Deliberative Process

Thanks, Andrea

## **Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office)

Ex. 6 - Personal Privacy (Cell)

westenberger:andrea@epa.gov

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]

**Sent**: 5/10/2017 11:29:43 AM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Dean, StevenB

[Dean.StevenB@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Terrell, Piyachat [Terrell.Piyachat@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Foster, Simona [foster.simona@epa.gov]; Burbach, Joseph

[burbach.joseph@epa.gov]; Jackson, Terrence [Jackson.Terrence@epa.gov]; Brown, Wendy

[brown.wendy@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov];

Hembrey, Cheri [Hembrey.Cheri@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Moore, Bobby

[Moore.Bobby@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]

**Subject**: Agenda for OHR Managers' Meeting Today

## BCs:

Sorry for 11<sup>th</sup> hour communications. In anticipation of our Managers' meeting today, I am providing you the following agenda for your reference:

- Welcome & Opening Remarks Linda
- Survey Results Linda/Wendy
- Workforce Reshaping/Restructuring Follow-up VERA/VSIP, Performance Plan Linda/Wes
- Strategic Plan/Paper Discussion Joe/Wes
- Contracts Update Wes/Wendy/Terrence
- 2017 OARM Honor Awards Wes
- PIC Tour Joanne Amorosi
- Lunch All OHR Managers (TBD)
- OARM Ice Cream Social All OHR Managers

Please let me know if you have any questions. Thanks.

Wesley J. Carpenter

Deputy Director, EPA's Office of Human Resources

Tel. No.: 202-564-2019

Cell Phone: Ex. 6 - Personal Privacy E-mail: carpenter.wesley@epa.gov

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]

**Sent**: 5/9/2017 8:44:10 PM

**To**: Brown, Wendy [brown.wendy@epa.gov]

Subject: RE: Agenda for OHR Division Directors Meeting on May 10, 2017

Thanks, Wendy.

Wes

From: Brown, Wendy

Sent: Tuesday, May 09, 2017 4:38 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Subject: RE: Agenda for OHR Division Directors Meeting on May 10, 2017

## Afternoon Wes,

I am schedule to TW tomorrow. I was not aware that Terrence and I would be included in the OHR Leadership Team agenda. Since we still need to meet with two other groups (ERD and Patrick Yellin), I thought our next meeting would be reporting out to Linda.

If you need anything from me, let me know.

BTW- I plan to be online from 6:30-3pm.

## Wendy

From: Carpenter, Wesley

Sent: Tuesday, May 09, 2017 1:53 PM

To: Corbett, Krysti < Corbett.Krysti@epa.gov>; Cunningham, Bisa < cunningham.bisa@epa.gov>; Hembrey, Cheri < Hembrey.Cheri@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>; Moore, Bobby < Moore.Bobby@epa.gov>; Peabody, Hitch < Peabody, Hitch@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Foster, Simona <foster.simona@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Brown, Wendy <br/>
Subject: Agenda for OHR Division Directors Meeting on May 10, 2017

### DDs/PMS Director:

In anticipation of the OHR DD meeting tomorrow, I am providing you the following agenda for your review and reference:

- Welcome & Opening Remarks Linda
- Survey Results Linda/Wendy
- Workforce Reshaping/Restructuring Follow-up VERA/VSIP, Performance Plan Linda/Wes
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- Contracts Update Wes/Wendy/Terrence
- 2017 OARM Honor Awards Wes
- PIC Tour Joanne Amorosi
- Lunch All OHR Managers (TBD)

OARM Ice Cream Social – All OHR Managers

Please let me know if you have any questions. Thanks.

Wesley J. Carpenter

Deputy Director, EPA's Office of Human Resources

Tel. No.: 202-564-2019

Cell Phone: Ex. 6 - Personal Privacy E-mail: carpenter.wesley@epa.gov

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]

**Sent**: 5/9/2017 6:41:03 PM

**To**: Peabody, Hitch [Peabody.Hitch@epa.gov]

Subject: RE: Agenda for OHR Division Directors Meeting on May 10, 2017

We are touring the PIC at 10:45 a.m. tomorrow.

From: Peabody, Hitch

Sent: Tuesday, May 09, 2017 1:57 PM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov>

Subject: RE: Agenda for OHR Division Directors Meeting on May 10, 2017

What happened to going on a tour of the EPA exhibit at 8:30? Are we still doing that? I thought that Karen had vaguely hinted at some all morning activity that would lead into lunch. No?

From: Carpenter, Wesley

Sent: Tuesday, May 09, 2017 1:53 PM

**To:** Corbett, Krysti < Corbett. Krysti@epa.gov>; Cunningham, Bisa < cunningham.bisa@epa.gov>; Hembrey, Cheri < Hembrey.Cheri@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>; Moore, Bobby < Moore.Bobby@epa.gov>; Peabody, Hitch < Peabody.Hitch@epa.gov>

**Cc:** Gray, Linda <a href="mailto:cspace-2">cspace-2</a>; Foster, Simona <a href="mailto:seph@epa.gov">foster, Simona <a href="mailto:seph@epa.gov">foster,

Subject: Agenda for OHR Division Directors Meeting on May 10, 2017

## DDs/PMS Director:

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- Lunch All OHR Managers (TBD)
- OARM Ice Cream Social All OHR Managers

Please let me know if you have any questions. Thanks.

Wesley J. Carpenter

Deputy Director, EPA's Office of Human Resources

Tel. No.: 202-564-2019

Cell Phone: Ex. 6 - Personal Privacy
E-mail: carpenter.wesley@epa.gov

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]

**Sent**: 5/9/2017 5:52:43 PM

To: Corbett, Krysti [Corbett.Krysti@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Hembrey, Cheri

[Hembrey.Cheri@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]; Peabody,

Hitch [Peabody.Hitch@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Foster, Simona [foster.simona@epa.gov]; Burbach, Joseph

[burbach.joseph@epa.gov]; Jackson, Terrence [Jackson.Terrence@epa.gov]; Brown, Wendy

[brown.wendy@epa.gov]

Subject: Agenda for OHR Division Directors Meeting on May 10, 2017

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- 2017 OARM Honor Awards Wes
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Please let me know if you have any questions. Thanks.

Wesley J. Carpenter

Deputy Director, EPA's Office of Human Resources

Tel. No.: 202-564-2019

Cell Phone: Ex. 6 - Personal Privacy
E-mail: carpenter.wesley@epa.gov

Mcclendon, Michelle [McClendon.Michelle@epa.gov] From:

Sent: 8/1/2017 11:37:58 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Reeder, John

[Reeder.John@epa.gov]; Edwards, Jonathan [Edwards.Jonathan@epa.gov]; Bunker, Byron [bunker.byron@epa.gov];

Showman, John [Showman.John@epa.gov]; OBrien, Kathy [Obrien.Kathy@epa.gov]; Morales, Oscar

[Morales.Oscar@epa.gov]; Berkley, Bruce [Berkley.Bruce@epa.gov]; Badalamente, Mark

[Badalamente.Mark@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Lattimore, Kraig

[lattimore.kraig@epa.gov]; Cherry, Katrina [Cherry.Katrina@epa.gov]; Coleman, Cheryl [Coleman.Cheryl@epa.gov];

Barr, Pamela [Barr.Pamela@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]; Stevens, Robert

[Stevens.Robert@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov];

Lynne, Diane [Lynne.Diane@epa.gov]; Saracco, Silvia [Saracco.Silvia@epa.gov]; Ocampo, William [Ocampo.William@epa.gov]; Jackson, Cleophas [jackson.cleophas@epa.gov]; Inman, Donna

[Inman.Donna@epa.gov]; Rivera, Sandra [Rivera.Sandra@epa.gov]; Brincks, Mike [brincks.mike@epa.gov]; Cooper,

Marian [Cooper.Marian@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Wheeler, Kimberly

[Wheeler.Kimberly@epa.gov]; Gantt, Melissa [Gantt.Melissa@epa.gov]; Carter, Rick [Carter.Rick@epa.gov];

Pastalove, Barbara [Pastalove.Barbara@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Allen, Reginald [Allen.Reginald@epa.gov]; Coryell, Mark [coryell.mark@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; McDonald,

James [McDonald.James@epa.gov]; Szaro, Deb [Szaro.Deb@epa.gov]; Shanahan, Katherine

[Shanahan.Katherine@epa.gov]; Manna, Richard [Manna.Richard@epa.gov]; Esher, Diana [Esher.Diana@epa.gov]; Schwartz, Barbara [Schwartz.Barbara@epa.gov]; Newton, Cheryl [Newton.Cheryl@epa.gov]; Rodriguez, Ray

[Rodriguez.Ray@epa.gov]; Tapia, Cecilia [Tapia.Cecilia@epa.gov]; Buhl, Rick [Buhl.Rick@epa.gov]; McIlwain, Serena [McIlwain.Serena@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Pace, Donald [Pace.Donald@epa.gov]; Osborne,

Howard [Osborne.Howard@epa.gov]; Lindsay, Nancy [Lindsay.Nancy@epa.gov]; Shields, Edward

[Shields.Ed@epa.gov]; Mcclendon, Michelle [McClendon.Michelle@epa.gov]; Parker, Gary [parker.gary@epa.gov];

Jessica Kent [Jessica.Kent@csra.com]; Abby Allen [abbyallen@ceekllc.com]; Lawrence, Tanya

[Lawrence.Tanya@epa.gov]; Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Schmittou, Kim

[schmittou.kim@epa.gov]; Bullock, Justin [Bullock.Justin@epa.gov]; Best-Wong, Benita [Best-

Wong.Benita@epa.gov]; Kavanagh, Erica [kavanagh.erica@epa.gov]; Rubel, Robert [Rubel.Robert@epa.gov]; Tellis,

Vickie [Tellis.Vickie@epa.gov]; Johnson, Lashana [Johnson.Lashana@epa.gov]; Cunningham, Bisa

[cunningham.bisa@epa.gov]; Lancaster, Tina [Lancaster.Tina@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov];

Bell, Matthew [Bell.Matthew@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Nelson, Shane [Nelson.Shane@epa.gov]; Cusumano, Vicente [Cusumano.Vicente@epa.gov]; McManus, Catharine [mcmanus.catharine@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; Snowbarger, Robert

[Snowbarger.Robert@epa.gov]; Chintala, Marty [Chintala.Marty@epa.gov]; Schuller, Jennifer

[Schuller.Jennifer@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]; Penalva-Arana, Carolina [Penalva-Arana.Carolina@epa.gov]; James, Gwendolyn [James.Gwendolyn@epa.gov];

Jones, Luke [jones.luke@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]

CC: Wright, Stephanie L. [Wright.Stephanie@epa.gov]; Mills, Keith [Mills.Keith@epa.gov]; Bailey, Rhonda

[Bailey.Rhonda@epa.gov]; Monroe, Scott [Monroe.Scott@epa.gov]; Lesperance, Twanna

[Lesperance.Twanna@epa.gov]; McDuffie, Charmaine [McDuffie.Charmaine@epa.gov]; Sypniewski, Bruce

[sypniewski.bruce@epa.gov]

Subject: Human Resources Council Meeting (WJCE B-316)

Potential FY 2018 Focus Areas.docx; Line Numbers 2006 HRC Charter\_Suggested Edits (redline) v11 71817.docx; Attachments:

Proposed Final (clean version) v2 71817.docx; HRC Participant List (as of August 1).docx; FINAL HRC Agenda August 2

2017 v5.pdf

Location:

Start: 8/2/2017 1:30:00 PM End: 8/2/2017 9:00:00 PM

Show Time As: Tentative

**UPDATE** 

- 1. Revised Agenda
- 2. Participant List

Thanks. Michelle